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C A L E N D A R - ACTION TABLE - U  
MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, MARCH 6, 1991 - 2:00 P.M.

ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

ABSENT: Supervisor Gonzalez for action on Item No. 12

CLERK: JONI LANDRY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

REGULAR CALENDAR

1. File 101-90-47. [Government Funding] Ordinance appropriating \$37,914,100, Cleanwater Program, for capital improvement project (Lake Merced Transport Plan). RO #90157. (Controller)

(Consideration continued from 2/20/91)

ACTION: Hearing held. Consideration continued to the Call of the Chair.

2. File 101-90-64. [Government Funding] Ordinance appropriating \$2,568,280, Fire Department, for judgement and claims (attorneys' fees). RO #90194. (Controller)

ACTION: Hearing held. Total amount of \$2,568,280 placed on reserve pending resolution of an appeal to be filed by the City Attorney (see new title and new "Section 2" beginning on line 14, which reads: "Funds in the amount of \$2,568,280 for an award granted for attorneys' fees is hereby placed on reserve pending the resolution of an appeal of the award to be filed by the City Attorney, to be released by the Finance Committee.")

New Title: "[Government Funding] Ordinance appropriating \$2,568,280 for judgment and claims (attorneys' fees), Fire Department for Fiscal Year 1990-91; placing \$2,568,280 on reserve".

Recommended as amended.

3. File 101-90-65. [Government Funding] Ordinance appropriating \$1,035,170, Fire Department, for judgement and claims (attorneys' fees). RO #90195. (Controller)

ACTION: Hearing held. Recommended.

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4. File 101-90-66. [Government Funding] Ordinance appropriating \$56,342, Public Health - DMSF, for permanent salaries-miscellaneous and nurses, mandatory fringe benefits, equipment purchase and data/word processing equipment and rescinding \$639 from permanent salaries-nurses, for the creation of eight positions and deletion of four positions. RO #90190. (Controller)

**ACTION:** Hearing held. Amended to reduce appropriation by \$11,432, from \$56,342 to \$44,910; amended on page 1, line 13, to reduce "55,703" to "\$44,271"; page 1, line 16, to reduce "\$36,503" to "\$27,286"; page 1, line 17, to reduce "\$5,380" to "\$4,093"; page 1, line 18, to reduce "\$2,744" to "\$2,087"; page 1, line 23, to reduce "\$54,808" to "\$43,647"; page 1, line 25, to reduce "\$1,250" to "\$1,029"; page 1, line 26, to reduce "\$187" to "\$154"; page 1, line 27, to reduce "\$96" to "\$79"; page 1, line 29, to reduce "\$1,534" to "\$1,263"; page 1, line 30, to reduce "\$56,342" to "\$44,910"; page 2, above line 11, insert line item as follows: show fund, department and classification as "2930 C Psychiatric Social Worker"; show rate as "\$1,491 B 1809"; show positions created as "1"; page 2, beginning on line 11, change "1424 N Clerk Typist" to "1424 C Clerk Typist"; change number of positions from "2" to "1" for "2930 N Psychiatric Social Worker"; change "2574 N Clinical Psychologist" to "2574 C Clinical Psychologist"; change "2328 W Nurse Practitioner" to "2328 C Nurse Practitioner"; change "2320 A Registered Nurse" to "2320 S Registered Nurse".

New Title: "[Government Funding] Ordinance appropriating \$44,910 for permanent salaries - miscellaneous and nurses, mandatory fringe benefits, equipment purchase and data/word processing equipment and rescinding \$639 from permanent salaries-nurses, for the creation of eight (8) positions and deletion of four (4) positions, Public Health - DMSF for Fiscal Year 1990-91".

Recommended as amended.

5. File 102-90-11. [Public Employment] Ordinance amending Annual Salary Ordinance, 1990-91, Department of Public Health, Community Mental Health, reflecting the addition of eight positions Classifications 1424 Clerk Typist (1), 2930 Psychiatric Social Worker (2), 2574 Clinical Psychologist (1), 2320 Registered Nurse (2), 2338 Nurse Practitioner (1) and 2322 Head Nurse (1) and the deletion of four positions Classifications 2320 Registered Nurse (3) and 2328 Nurse Practitioner (1); companion measure to File 101-90-66. (Civil Service Commission)

**ACTION:** Hearing held. Amended to change classification codes as follows: Page 1, line 14, change "1424 N Clerk Typist" to "1424 C Clerk Typist"; line 15, change "2" added positions to "1" added position; after line 15 and before line 16, insert line item for 1 added position of "2930 C Psychiatric Social Worker"; line 16, change "2574 N Clinical Psychologist" to "2574 C Clinical Psychologist"; line 19, change "2320 A Registered Nurse" to "2320 S Registered Nurse"; line 20, change "2328 W Nurse Practitioner" to "2328 C Nurse Practitioner". Recommended as amended.



6. File 101-90-74. [Government Funding] Ordinance appropriating \$70,000, Public Administrator, for permanent salaries, temporary salaries, mandatory fringe benefits, other contractual services, travel, other current services and materials and supplies, for the creation of two positions (Day Laborer Pilot Project). (Supervisor Gonzalez)

ACTION: Hearing held. Amended on page 2, line 6, to change "9734 N Staff Assistant I" to "9734 L Staff Assistant I" and to change "9732 N Staff Aide II" to "9732 L Staff Aide II". Recommended as amended.

7. File 102-90-16. [Public Employment] Ordinance amending Ordinance No. 288-90 (Annual Salary Ordinance) reflecting the addition of two positions in the Public Administrator/Public Guardian; companion measure to File 101-90-74. (Supervisor Gonzalez)

ACTION: Hearing held. Amended to create one temporary 9734 L Staff Assistant I and one temporary 9732 L Staff Aide II position in lieu of one permanent 9734 Staff Assistant I and one permanent 9732 Staff Aide II position; on line 13, after "9734" change "A" to "L" and on line 14, after "9732" change "A" to "L". Recommended as amended.

8. File 62-91-2. [Lake Merced Boating & Fishing Lease Amendment] Ordinance Approving the second amendment to the Lake Merced Boating and Fishing Lease with Urban Parks Concessionaires. (Recreation and Park Department)

ACTION: Hearing held. Consideration continued to the Call of the Chair.

9. File 97-91-9. [Official Memberships] Ordinance amending Administrative code by amending Section 16.6-9 thereof, to add fourteen organizations to the membership list of the Department of Public Works. (Department of Public Works)

ACTION: Hearing held. Consideration continued to 3/13/91.

10. File 97-91-10. [Fingerprint Identification Fund] Ordinance amending Administrative Code by adding Section 10.117-108 thereto, creating a special fund for the San Francisco's Fingerprint Identification System by placing in a special fund the proceeds of a surcharge of fifty cents (\$.50) for every ten dollars (\$10) collected for certain fines, penalties, and forfeitures imposed and collected by the courts for criminal offenses; companion measure to File 97-91-10.1. (City Attorney on behalf of Police Commission)

ACTION: Hearing held. Amended on page 3, line 9 to add language which reads: "All expenditures of monies from this Fund are subject to appropriation by the Board of Supervisors." Recommended as amended.



11. File 97-91-10.1. [Penalty Surcharge] Resolution authorizing the funding of San Francisco's Fingerprint Identification System by collecting fifty cents (\$.50) surcharge on all fines, penalties, and forfeitures imposed and collected by the courts for criminal offenses pursuant to Section 76383 of the California Government Code; companion measure to File 97-91-10. (Police Commission)

ACTION: Hearing held. Recommended.

12. File 64-91-3. [Lease of Real Property] Resolution authorizing a new lease of real property at Bayview Plaza Shopping Center, Third Street and Evans Avenue, Suite 600, San Francisco, for the Department of Public Works' Clean Water Program. (Real Estate Department)

(Consideration continued from 2/20/91)

ACTION: Hearing held. Consideration continued to 3/20/91.

13. File 146-91-20. [Grant - State Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, to accept and expend an augmentation to a grant of \$97,532 from the State Department of Health Services for WIC Services funded by the grant. (Mayor)

(Consideration continued from 2/27/91)

ACTION: Hearing held. Amended to reserve \$15,000 for computer equipment and telephones, pending departmental submission of budget details and EIPSC approval (see new title and added "further resolved" clause beginning on line 8, which states "and; be it, further resolved, that funds in the amount of \$15,000 for computer equipment and telephones are hereby placed on reserve pending departmental submission of budget details for expenditures and EIPSC approval, to be released by the Finance Committee.") (see file for departmental signatures).

New Title: "[Grant - State] Resolution authorizing the Department of Public Health, Community Public Health Services, to accept and expend an augmentation to a grant of \$97,532 from the State Department of Health Services for WIC Services funded by the grant; placing \$15,000 on reserve".

Recommended as amended.

14. File 148-91-4. [Grant - Federal Funds] Resolution authorizing the Director of Public Works to apply for, accept and expend \$310,000 in Federal Highway Emergency Relief Funds for traffic mitigation improvements necessitated by the closure of the Embarcadero Freeway due to earthquake damage. (Department of Public Works)

(Consideration continued from 2/27/91)

ACTION: Hearing held. Recommended.





15. File 25-91-1. [Contracting Out City Services] Resolution concurring with the Controller's certification that janitorial services can be practically performed at the Office of the Controller at 160 South Van Ness Avenue by private contractor for lower cost than similar work services performed by City and County employees. (Controller)

ACTION: Hearing held. Recommended.

16. File 25-91-2. [Contracting Out City Services] Resolution concurring with the Controller's certification that services of the Budget Analyst can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Clerk of the Board)

ACTION: Hearing held. Recommended.

17. File 32-91-1. [Contract - Viacom Cable System Reappraisal Cost Sharing] Resolution authorizing execution of contract with Sonoma County for sharing costs of a ten-county-wide Viacom Cable System Reappraisal - San Francisco's share being \$1,715. (Assessor's Office)

ACTION: Hearing held. Recommended.

18. File 64-91-4. [Lease of Real Property] Resolution authorizing lease of real property at 1212 Market Street for the Employees' Retirement System. (Real Estate Dept.)

ACTION: Hearing held. Recommended.

19. File 107-91-2. [Social Services Contract] Resolution authorizing the modification to agreement (CD-6464) in the amount of \$5,619 between the City and County of San Francisco and the State of California Department of Education for participation by the City and County in the State's Child Care Development Program for Fiscal Year 1990-91. (Department of Social Services)

ACTION: Hearing held. Amended to make modification to agreement retroactive (see new title and on line 6, insert "retroactive" between "a" and "modification").

New Title: "[Social Services Contract] Resolution authorizing the retroactive modification to agreement (CD-6464) in the amount of \$5,619 between the City and County of San Francisco and the State of California Department of Education for participation by the City and County in the State Child Care Development Program for Fiscal Year 1990-91".

Recommended as amended.

20. File 168-91-1. [Acquisition of Property] Resolution authorizing acquisition of real property identified as City and County of San Francisco Assessor's Block 2050A Lots 11, 12, 21 and 22 for open space purposes; and adopting findings pursuant to City Planning Code Section 101.1. (Real Estate Department)

ACTION: Hearing held. Recommended.



21. File 193-91-2. [Agreement Amendment] Resolution approving third amendment to the Japan Center Lighting Agreement for the Recreation and Park Department. (Real Estate Department)

ACTION: Hearing held. Recommended.

22. File 64-91-5. [Lease of Real Property] Resolution authorizing lease of real property at Sixth and Ahern Streets described as Lot "D", Block 3759, Lot 9 and portion of Lot 12, for the Sheriff's Department; companion to 101-89-33.4. (Real Estate Dept.)

ACTION: Hearing held. Amended to make termination date of lease January 31, 1993 (on page 1, lines 13 and 14, replace "March 14, 1992" with "January 31, 1993"). Recommended as amended.

23. File 101-89-33.4. [Release of Funds] Requesting release of reserved funds, Real Estate Department on behalf of the Sheriff Department, in the amount of \$25,900, for the rent; companion to 64-91-5. (Real Estate Department on behalf of the Sheriff)

ACTION: Hearing held. Release of \$29,850 recommended (requires mayoral approval). Filed.

24. File 101-89-101.3. [Release of Funds] Requesting release of reserved funds, Department of Public Works, in the amount of \$250,000, for the Earthquake Safety Program - Phase 1, Facilities Condition Monitoring Project to proceed. (Department of Public Works)

ACTION: Hearing held. Consideration continued to 3/13/91.

25. File 133-89-1.2. [Release of Funds] Requesting release of reserved funds, Chief Administrative Officer, in the amount of \$25,000, for recycling internship program. (Chief Administrative Officer)

(Consideration continued from 2/27/91)

ACTION: Hearing held. Release of \$25,000 recommended. Filed.

26. File 146-90-76.1. [Release of Funds] Requesting release of reserved funds, Department of Public Health, in the amount of \$5,000, for the purchase of hardware & software for the Disease Control Perinatal Hepatitis B Prevention Project. (Department of Public Health)

(Consideration continued from 2/27/91)

ACTION: Hearing held. Release of \$5,000 recommended. Filed.



27. File 12-91-4. Hearing to consider endorsing Senate Bills 1X and 5X relating to sales tax on newspapers and other currently non-taxed items. (Supervisor Hallinan)

(Consideration continued from 2/27/91)

ACTION: Hearing held. Question divided regarding Senate Bill 5X. Resolution entitled "[Support of SB 1X] Supporting SB 1X removing the exemption of sales tax on motion pictures, custom computer programs, certain types of aircraft, certain types of watercraft, jet fuel and cargo shipping containers; requesting that the Clerk of the Board communicate support of SB 1X to San Francisco's elected State Officials and Governor Wilson; and directing the City's lobbyist to keep the Board of Supervisors informed of the Legislature's budget deliberations" prepared in/reported out of Committee. Recommended.

File 12-91-4.1. Resolution entitled "[Support of SB 5X] Supporting SB 5X removing the exemption of sales tax on candy, snacks, confectionaries, nonmedicated chewing gum, newspapers and periodicals, and specific types of photographs reproduced one time only in a newspaper; requesting that the Clerk of the Board communicate support of SB 5X to San Francisco's elected State Officials and Governor Wilson; and directing the City's lobbyist to keep the Board of Supervisors informed of the Legislature's budget deliberations" prepared in/reported out of Committee. Recommended (with Supervisor Hallinan dissenting on a roll call vote).



**BOARD OF SUPERVISORS****BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

March 4, 1991

**TO:** Finance Committee

DOCUMENTS DEPT.

**FROM:** Budget Analyst - *Recommendations*

MAR 7 - 1991

**SUBJECT:** March 6, 1991 Finance Committee MeetingSAN FRANCISCO  
PUBLIC LIBRARYItem 1 - File 101-90-47**Note:** This item was continued from the Finance Committee's meeting of February 20, 1991.**Department:** Department of Public Works, Clean Water Program (CWP)**Item:** Supplemental Appropriation Ordinance appropriating funds for the Lake Merced Transport Plan Capital Improvement Project, Clean Water Program, for Fiscal Year 1990-91.**Amount:** \$37,914,100**Source of Funds:** \$33,914,100 State Revolving Loan funds  
4,000,000 1988 Sewer Revenue Bonds**Description:** The proposed funding would finance the construction of the Lake Merced Transport system, which is intended to reduce the occurrence of sewage overflow into the ocean during the rainy season.

The project includes an 8,350 foot tunnel and connecting structures that would begin at the Sloat Blvd and Great Highway parking lot, proceed under the Great Highway extension, Skyline Boulevard, and John Muir Drive and end at the existing Lake Merced Pump Station. The tunnel would eventually be connected to the Westside Transport with ultimate treatment and disposal of sewage at the new Oceanside Treatment Plant and Ocean Outfall.

In March of 1989, the Board of Supervisors approved the facility plan and the final Negative Declaration by the Planning Department for the Lake Merced Transport project. In December of 1990, the Board of Supervisors authorized DPW to apply for a State loan to help finance the project. The proposed ordinance would appropriate State loan funds totalling \$33,914,100 and \$4,000,000 from the 1988 Sewer Revenue Bond Fund.

The CWP has provided the following preliminary estimates of the Project costs:

Construction	\$31,000,000
Construction Contingency (10%)	3,100,000
Non-Construction costs	<u>3,814,100</u>
Total	\$37,914,100

According to Ms. Sara Pickus of the CWP, non-construction costs include estimated expenditures for an environmental compliance monitor, construction inspectors, in-house contract administration and design changes, and other City related costs.

**Comments:**

1. According to CWP, the contractor will construct the tunnel underground using existing soft ground tunneling methods. Potential contractors have been pre-qualified to bid on the contract to assure adequate technical experience and safety record for this type of work. CWP expects construction to begin on April 15, 1991.

2. The CWP has advised that Traylor/Shea, a joint venture, was the low bidder. The following construction bids were submitted:

<u>Bidder</u>	<u>Amount</u>
Traylor/Shea (Joint Venture)	\$21,828,000
Frontier-Kemper/Wayss & Freytag (Joint Venture)	24,981,879
Obhayashi Corporation	27,525,000
Frank Coluccio Construction Inc.	28,937,464
Dillingham/Del Favars (Joint Venture)	31,983,521
Guy F. Atkinson/Grow Tunneling Corp. (Joint Venture)	34,666,826

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



3. In a letter to the Clean Water Program, the Human Rights Commission advised that the two lowest bidders did not demonstrate good faith efforts in obtaining MBE/WBE participation, and therefore HRC did not certify the two lowest bids. The HRC certified the third lowest bid of \$27.5 million from the Obhayashi Corporation, which is nearly \$5.7 million more than the lowest bid of \$21.8 million. CWP has advised the Budget Analyst that a decision on whether or not to accept the third lowest bid, or to conduct another bidding procedure, has not been made yet, and therefore has requested that this item be continued for one week.

4. The Budget Analyst notes that, including a construction contingency of ten percent, the lowest bid of \$21,828,000 is \$10 million less than the preliminary construction and contingency cost estimates provided by CWP. Likewise, the third lowest bid is approximately \$3.8 million less than the preliminary cost estimates provided by CWP. Because of the lower bid amount, the amount of this proposed supplemental appropriation request should be reduced. The Budget Analyst will make a specific recommendation on the amount of the request once a low bid is accepted by CWP, certified by the Human Rights Commission and CWP finalizes and provides all budgeted costs for the project.

**Recommendation:** As requested by CWP, continue the proposed ordinance for one week pending a final decision on whether to accept the third lowest bid.



Items 2 and 3 - Files 101-90-64 and 101-90-65

**Departments:** Fire Department  
City Attorney

**Items:** Supplemental Appropriation Ordinance in the amount of \$1,035,170 for Judgment and Claims (File 101-90-65)

Supplemental Appropriation Ordinance in the amount of \$2,568,280 for Judgment and Claims (File 101-90-64)

**Source of Funds:** General Fund - Reserve for Litigation

**Description:** The Fire Department has submitted the proposed supplemental appropriations to the Board of Supervisors in order to obtain the necessary monies to pay for fees and costs totalling \$3,603,450, arising out of a discrimination lawsuit against the City and County of San Francisco.

The proposed Supplemental Appropriation in the amount of \$1,035,170 (File 101-90-65) would be applied as partial payment of a larger award of attorney's fees and costs to the seven attorneys who represented and won a suit on behalf of the plaintiffs involved in a class action suit brought by individuals and organizations that intervened in the original action filed by the Federal government, against the City and County of San Francisco. Federal Civil Rights Statutes stipulate that attorneys who win such suits are entitled to payment of their fees and costs. This suit involved complaints by minorities and women regarding the hiring and promotional practices of the San Francisco Fire Department. As a result of the suit, the Fire Department's Consent Decree Program was established which outlines the Department's procedures, goals and objectives with respect to the hiring and promotion of minorities and women.

The other proposed Supplemental Appropriation, in the amount of \$2,568,280 (File 101-90-64), is in connection with the suit noted above, based on a decision in September, 1990 wherein a Federal Judge ruled in favor of the plaintiff's seven attorneys and approved a total settlement of \$3,568,280. The \$3,568,280 was calculated based on a total of 9,138 attorney hours plus 791 paralegal/law student hours at hourly rates ranging from \$100 - \$235 for the attorneys and \$70 for the paralegal/law students, minus five percent times a multiplier of two. The doubling of the amount of fees to be paid (using a multiplier of two) is an incentive payment which is permitted if certain legal criteria are met by the plaintiff's attorneys. The City Attorney's Office concluded

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that as a matter of law, a fee award at this time in the amount of \$1,000,000 as partial payment (plus interest of \$35,170) was reasonable and appropriate and has requested that amount under File 101-90-65 described above.

However, the City Attorney's Office is appealing the remaining amount of \$2,568,280 requested under File 101-90-64. In that connection, the City Attorney has requested that the \$2,568,280 be appropriated but set aside and held pending resolution of the City Attorney's appeal. Ms. Christina Hall of the City Attorney's Office reports that if the Board of Supervisors agrees to set aside these funds pending appeal, the attorney representing the litigation council on appeal has agreed not to file a motion to enforce the entire judgement against the City. The only other alternative available to the City, according to Ms. Hall, is to post a bond pending appeal, which would most likely be in the full amount of the award. The City Attorney is appealing the \$2,568,280 additional amount based on (1) the belief that the doubling of the amount of fees to be paid to the plaintiffs' attorneys is not legally warranted and (2) certain specified bases for the award are not justified as a matter of law.

**Comments:**

1. Pursuant to 28 United States Code, Section 1961, the City is required to pay 7.78 percent or \$19,450 interest on a quarterly basis (annual interest amounting to \$77,800) on the \$1 million portion of the judgement. The City Attorney reports that, assuming that the \$1,000,000 will be paid by March 31, 1991, approximately \$35,170 would be needed for payment of interest on the \$1 million, bringing the total amount needed to \$1,035,170 (File 101-90-65).

2. As noted above, the City Attorney plans to appeal \$2,568,280 of the \$3,568,280 award granted to the seven attorneys. Therefore, the proposed supplemental appropriation in the amount of \$2,568,280 should be placed on reserve pending resolution of the City Attorney's appeal.

**Recommendation:** Approval of the proposed ordinances is a policy matter for the Board of Supervisors. Should the Board decide to approve the proposed Supplemental Appropriation ordinance (File 101-90-64) in the amount of \$2,568,280, amend that ordinance by placing a reserve on the \$2,568,280 pending resolution of the City Attorney's appeal.

Items 4 and 5 - File 101-90-66 and 102-90-11

**Department:** Department of Public Health (DPH), Division of Mental Health, Substance Abuse and Forensic Services (DMSF)

**Item:** Item 4 (File 101-90-66) is an ordinance appropriating \$56,342 for permanent salaries - miscellaneous and nurses, related mandatory fringe benefits, office and data/word processing equipment purchases, and rescinding \$639 from permanent salaries - nurses. The proposed ordinance also creates eight new Civil Service positions and deletes four existing Civil Service positions.

Item 5 (File 102-90-11) is the companion ordinance amending the Annual Salary Ordinance which reflects the creation of the eight Civil Service positions and the deletion of four existing Civil Service positions.

**Amount:** \$56,342

**Source of Funds:** \$55,703 Child Sexual Abuse/Assault General Fund Reserve (\$125,000) established in the FY 1990-91 Budget

639 Reappropriation of existing funds from Permanent Salaries - Nurses in the DPH, DMSF Budget for FY 1990-91.

\$56,342 Total

**Description:** During the FY 1990-91 budget process, the Board of Supervisors established a reserve of \$125,000 for Child Sexual Abuse/Assault. The requested monies would fund increased staffing in order to reduce patient waiting times at the Child Adolescent Sexual Abuse Resource Center (CASARC) under the DMSF located at San Francisco General.

CASARC provides medical and mental health services to children who are victims of sexual abuse. DMSF reports that the Center serves, each year, approximately 560 children and their families. DMSF further reports that, over the past several years, the workload and demand for services at the Center have increased, such that CASARC now has a waiting list of 25 to 35 children.

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DMSF has estimated that an increase of staffing is needed to increase service in order to accommodate the increase in demand for the Center's services. DMSF is requesting a total of \$54,808 to begin funding a proposed increase in staffing of 2.5 FTEs, to reclassify one Registered Nurse to a 0.8 FTE Nurse Practitioner, and to provide for related costs for the period March 1, 1991 through June 30, 1991.

In addition, DMSF is proposing to reclassify one Nurse Practitioner position into one Head Nurse position for the Rape Treatment Center at a net cost of \$1,534 for the period March 1, 1991 through June 30, 1991. According to DMSF, the proposed reclassification would more accurately reflect the responsibilities of the position based on current nursing practice standards.

DMSF proposes the following amendments to the Annual Salary Ordinance (actual FTE in parentheses):

<u>Add</u>	<u>Delete</u>	<u>Position</u>	<u>Salary Range</u>	<u>Annual Salary at Top Step</u>	<u>Annual FTE Cost at Top Step</u>
New positions to be added:					
1		1424N Clerk Typist (0.5 FTE)	\$850 - 1,027	\$26,805	\$13,402
2		2930N Psychiatric Social Worker (1.5 FTE)	1,491 - 1,809	94,430	70,822
1		2574N Clinical Psychologist (0.5 FTE)	1,756 - 2,135	55,724	27,862
Substitution:					
	2	2320B Registered Nurse (2.0 FTE)	1,646 - 1,926	(100,538)	(100,538)
2		2320A Registered Nurse (proposal would add four 0.5 FTE Registered Nurses)	1,646 - 1,926	100,538	100,538
Reclassification:					
	1	2320A Registered Nurse (1.0 FTE)	1,646 - 1,926	(50,269)	(50,269)
1		2328A Nurse Practitioner (0.8 FTE)	1,853 - 2,314	60,395	48,316
Reclassification:					
	1	2328N Nurse Practitioner (1.0 FTE)	1,853 - 2,314	(60,395)	(60,395)
<u>1</u>	<u>      </u>	2322W Head Nurse (1.0 FTE)	1,955 - 2,518	<u>65,720</u>	<u>65,720</u>
8	4	Total Annual FTE Cost			\$115,458

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DMSF has provided the following budget of the proposed supplemental appropriation, which covers the period March 1, 1991 through June 30, 1991:

CASARC Program:

Permanent Salaries - Nurses:

0.5 FTE 1424 Clerk Typist (8.5 pay-periods at top step)	\$4,365
1.5 FTE Psychiatric Social Worker (8.5 pay-periods at top step)	23,065
0.5 FTE Clinical Psychologist (8.5 pay-periods at top step)	<u>9,073</u>

Total Salaries	\$36,503
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Mandatory Fringe Benefits:

Retirement	\$5,380
Social Security	2,744
Health Service	2,446
Unemployment	<u>35</u>

Total Fringe Benefits	10,605
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Equipment Purchase	2,400
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Funds would purchase one couch (\$1,200) and two arm-chairs (\$600 per chair) for the CASARC.

Computer Equipment

1 IBM Compatible PC	\$3,500
1 Laser printer	<u>1,800</u>

Total computer equipment	<u>5,300</u>
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Total CASARC	\$54,808
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Rape Treatment Center

Permanent Salaries - Nurses

Funds would pay for net cost of reclassification of one Nurse Practitioner to one Head Nurse for the period March 1, 1991 through June 30, 1991.

1,250

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**BUDGET ANALYST**

Mandatory Fringe Benefits:

Retirement	\$187
Social Security	96
Unemployment	<u>1</u>
Subtotal mandatory fringe benefits	<u>284</u>
Total Rape Treatment Center	<u>\$1,534</u>
Total Supplemental Appropriation Request	\$56,342

**Comments:**

1. According to Mr. Ralph Jacobson of EIPSC, DMSF has received EIPSC approval for the purchase of the computer equipment.
2. DMSF has requested the creation of four new positions (2.5 FTE) and the upward reclassification of two other positions with funding calculated to pay for 8.5 pay-periods beginning March 1, 1991 and ending June 30, 1991. The new Clerk Typist, Psychiatric Social Worker, and Clinical Psychologist positions have been budgeted at the fifth step. Ms. Zmuda states that although the positions are new, DMSF anticipates that existing employees will be promoted into the new positions at the third step. Therefore, this request would budget these positions at the third step. Ms. Zmuda also advises that DMSF generally hires all nursing staff beginning at the fifth step. Ms Zmuda states that because of the nation-wide shortage of nurses, DMSF must offer competitive salaries to nurses in order to maintain nursing staff levels. The existing Registered Nurse and Nurse Practitioner positions are presently budgeted at the top step. DMSF proposes to reclassify these positions to Nurse Practitioner and Head Nurse positions respectively at the top step. Additionally, the earliest possible hiring date for these positions would be the end of March, if the Board of Supervisors approves and the Mayor signs the proposed ordinances. Based on the earliest possible hire date of the end of March, the maximum amount of pay periods for which DPH would need funding is seven pay periods. Therefore, all of the proposed positions should be funded for seven pay periods and at the third pay step (with the exception of the Registered Nurse, Nurse Practitioner, and Head Nurse positions, which are calculated at the top step) as follows:

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	Proposed Amount Using 8.5 Pay-Periods	Budget Analyst Recommended Amount Using 7.0 Pay-Periods	Estimated Savings
<u>CASARC Program</u>			
0.5 - 1424 Clerk Typist (3rd step)	\$4,365	\$3,269	\$1,096
1.5 - 2930 Psychiatric Social Worker (3rd step)	23,065	17,241	5,824
0.5 - 2574 Clinical Psychologist (3rd step)	<u>9,073</u>	<u>6,776</u>	<u>2,297</u>
Subtotal Salaries CASARC	\$36,503	\$27,286	\$9,217
Mandatory Fringe Benefits:			
Retirement	\$5,380	\$4,093	\$1,287
Social Security	<u>2,744</u>	<u>2,087</u>	<u>657</u>
Subtotal Retirement and Social Security	\$8,124	\$6,180	\$1,944
Subtotal Salaries and Benefits	\$44,627	\$33,466	\$11,161
<u>Rape Treatment Program</u>			
Delete 1 2328 Nurse Practitioner	(\$8,683)	(\$7,151)	(\$1,532)
Add 1 2322 Head Nurse	<u>9,933</u>	<u>8,180</u>	<u>1,753</u>
Subtotal, Salaries	\$1,250	\$1,029	\$221
Mandatory Fringe Benefits:			
Retirement	187	154	33
Social Security	<u>96</u>	<u>79</u>	<u>17</u>
Subtotal Retirement and Social Security	\$283	\$233	\$50
Subtotal Salaries and Benefits	<u>\$1,533</u>	<u>\$1,262</u>	<u>\$271</u>
Totals	\$46,160	\$34,728	\$11,432

3. DMSF proposes to add a 0.5 FTE Clerk Typist position, add 1.5 FTE Psychiatric Social Worker positions, add a 0.5 FTE Clinical Psychologist position, substitute two full-time Registered Nurse positions for four half-time Registered Nurse positions, reclassify one Registered Nurse position to a 0.8 FTE Nurse Practitioner position, and reclassify one Nurse Practitioner position to one Head Nurse position. However, the proposed amendment to the Annual Salary Ordinance would authorize DMSF to fill these positions as full-time

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positions, although the Division has only requested funding for the FTE amount in parentheses:

- 1 – 1424N Clerk Typist (0.5 FTE)
- 2 – 2930N Psychiatric Social Worker (1.5 FTE)
- 1 – 2574N Clinical Psychologist (0.5 FTE)
- 1 – 2328A Nurse Practitioner (0.8 FTE)

In addition, DMSF intends to substitute two 2320 Registered Nurse positions for two 2320 Registered Nurse positions, which would be filled by four 0.5 FTE positions. The proposed substitution would result in no net increase in cost. The Budget Analyst therefore recommends that the proposed amendment to the Annual Salary Ordinance be amended by changing the classification codes and the number of positions of the following Classifications:

<u>Number of Positions</u>	<u>Classification</u>	<u>Classification Code From</u>	<u>Classification Code To</u>
1	Clerk Typist (0.5 FTE)	1424 <u>N</u>	1424 <u>C</u>
1	Psychiatric Social Worker (1.0 FTE)	2930 <u>N</u>	2930 <u>N</u>
1	Psychiatric Social Worker (0.5 FTE)	2930 <u>N</u>	2930 <u>C</u>
1	Clinical Psychologist (0.5 FTE)	2574 <u>N</u>	2574 <u>C</u>
1	Nurse Practitioner (0.8 FTE)	2328 <u>W</u>	2328 <u>C</u>
2	Registered Nurse (4 0.5 FTE)	2320 <u>A</u>	2320 <u>S</u>

The meaning of the codes are as follows:

A = Normal (existing)  
W = Reclassification Upward  
C = Part-time  
N = New  
S = Substitution

4. Based on a calculation of the salaries according to the FTE amounts of the new positions at the top step (third step for new positions), the annual cost of these new and reclassified positions, as proposed by DMSF, including mandatory fringe benefits, would be \$130,612.

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**Recommendation:** The Budget Analyst, Controller, and the Mayor's Office recently projected a shortfall of up to \$158.3 million for the FY 1991-92 budget. Because of this projected shortfall, we consider the proposed ordinance, which would appropriate \$56,342 for the costs of CASARC for the remainder of FY 1990-91 and result in the creation of four net new positions (2.5 FTE) at an annualized increase in General Fund costs of \$130,612 including fringe benefits, to be a policy matter for the Board of Supervisors.

If the Board of Supervisors approves the legislation, then:

- 1) Amend the proposed supplemental ordinance (File 101-90-66) to reduce the amount by \$11,432, from \$56,342 to \$44,910, as detailed in Comment No. 2, and approve as amended.
- 2) Amend the proposed Amendment to the Annual Salary Ordinance (File 102-90-11) to change the classification codes, as detailed in Comment No. 3, and approve as amended.



Items 6 and 7 - Files 101-90-74 and 102-90-16

**Department:** Office of the Public Administrator/Public Guardian

**Items:** Supplemental Appropriation Ordinance (File 101-90-74) for various program operating costs and for the creation of two new positions.

Annual Salary Ordinance amendment (File 102-90-16) reflecting the addition of two positions.

**Amount:** \$70,000

**Source of Funds:** General Fund - Day Laborers Program Reserve established in the 1990-91 budget

**Description:** The proposed amendment to the 1990-91 Salary Ordinance (File 102-90-16) would add one 9734 N Staff Assistant I and one 9732 N Staff Aide II. The Staff Assistant I would serve as Project Manager for a proposed new pilot program entitled the Day Laborers Program. This position would be responsible for the planning, development, coordination and implementation of the pilot program. The Staff Aide II would serve as Site Manager for the pilot program and would be responsible for office management, program development, liaison work, and referrals. The proposed amendment, which will be reviewed by the Civil Service Commission at a future date, is as follows:

<u>Action</u>	<u>No.</u>	<u>Class/Title</u>	1990-91 <u>Biweekly</u> <u>Salary</u>	1990-91 <u>Annual</u> <u>Salary</u>
Add	1	9734 N Staff Assistant I	\$1059-\$1,059	\$27,640-\$27,640
Add	1	9732 N Staff Aide II	\$912-\$912	\$23,803-\$23,803

The proposed Supplemental Appropriation Ordinance (File 101-90-74) would appropriate \$70,000 for various program operating costs and the creation of two positions, for the Day Laborers Program, which is to be administered by the Office of the Public Administrator/Public Guardian. The proposed supplemental appropriation of \$70,000 would pay for costs associated with the Day Laborers Program for a one-year period, as detailed below:

Personnel

Staff Assistant I	\$27,534	
Staff Aide II	23,712	
Fringe Benefits	<u>4,886</u>	
Subtotal		\$56,132

Operating Expenses

Trailer Rental	\$2,947	
Contract Services (Outreach Workers)	3,328	
Travel	500	
Materials & Supplies	3,369	
Other Services (Print Media, Utilities, Evaluation)	<u>3,724</u>	
Subtotal		<u>13,868</u>

Total		\$70,000
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**Comments:**

1. Mr. Ricardo Hernandez, Public Administrator/Public Guardian, reports that during the FY 1990-91 budget process, \$70,000 was placed on reserve to implement a Day Laborers Program on a one-year trial basis. The Day Laborers Program would provide a meeting site in the City for laborers to obtain work. The program would be aimed at (1) setting up and organizing a system for job distribution, (2) developing a list of employers and employment resources, (3) utilizing media outreach and public relations and (4) providing information regarding social services, job and language training and other benefits to laborers, including information regarding legal rights in the workplace and immigration law.

2. Ms. Ruth Picon of the Office of the Public Administrator/Public Guardian advises that a report evaluating the effectiveness of this program would be submitted to the Mayor's Office and the Board of Supervisors, six months after the date that the program is implemented. Ms. Picon advises that no projection has been made as to the ongoing General Fund cost to fund this program after the one-year pilot program is completed. Mr. Hernandez reports that if the decision is made that the program should not continue after the completion of the pilot program, the program staff would be laid off.



3. Given that the proposed Day Laborers Program is being implemented only on a one year trial basis, the Budget Analyst believes that the 9734 Staff Assistant I and the 9732 Staff Aide II should be designated as temporary "L" positions, for which the source of funding is limited. As such, the Budget Analyst recommends that the proposed amendment to the Annual Salary Ordinance be amended to designate the 9734 Staff Assistant I and the 9732 Staff Aide II as "L" positions.

4. Because of the recent report of the Mayor's Office, the Controller and the Budget Analyst, which projected a shortfall of up to a \$158.3 million in the City's budget for FY 1991-92, we consider approval of the two proposed ordinances, which would initiate a new one-year pilot program and create two new permanent positions to implement the Day Laborers Program, to be a policy matter for the Board of Supervisors. However it should be noted that the Board of Supervisors did create a reserve in the FY 1990-91 budget to initiate such a program.

- Recommendations:**
1. Approval of the proposed ordinances is a policy matter for the Board of Supervisors.
  2. If the Board approves the proposed ordinances, amend the proposed amendment to Annual Salary Ordinance (File 102-90-16) to create one temporary 9734 L Staff Assistant I and one temporary 9732L Staff Aide II in lieu of one permanent 9734 Staff Assistant I and one permanent 9732 Staff Aide II.





Item 8 - File 62-91-2

**Department:** Recreation and Park Department

**Proposed Action:** Ordinance approving the second amendment to the Lake Merced Boating and Fishing lease with Urban Parks Concessionaires.

**Description:** The proposed second amendment to the Lake Merced Boating and Fishing lease with Urban Parks Concessionaires would provide for the following amendments to the lease:

1. Paragraph 4: Rental, would be amended by deleting the entire second paragraph and replacing it with new language. Currently, as a result of the first amendment to this lease, Paragraph 4 stipulates that Urban Parks Concessionaires is required to pay the City the following percentage of gross revenue or minimum annual rental, whichever is greater:

Gross Annual  
Revenues

Rent Due

\$0 - \$275,000	1/2 payment of minimum annual rent vs. 12.5% on boat storage 10.0% on boat rental 7.5% on all other services and sales 5% on food and non-alcoholic beverages
\$275,000 and above	full payment of minimum annual rent vs. 25% on boat storage 20% on boat rental 15% on all other services and sales 10% on food and non-alcoholic beverages

	<u>Term of Lease</u>	<u>Amount</u>
Minimum Annual Rental	Years 1-4	\$22,500 per year
Minimum Annual Rental	Years 5-10	\$25,000 per year

The proposed amendment to Paragraph 4 states that due to negative environmental conditions which have occurred over the last several years, which include, but are not necessarily limited to low water level, undesirable water quality and the presence of migratory birds which prey on and deplete the lake's fishery, the parties to the lease agree that opportunities for generating revenues from fishing and boating at Lake Merced have deteriorated since the lease was originally signed in

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December of 1986. As such, the parties agree that Urban Parks Concessionaires obligation to pay minimum annual rental guarantee and percentage rent to the City would be changed as follows:

<u>Gross Annual Revenues</u>	<u>Rent Due</u>
\$0 - \$275,000	no rent due
\$275,001-\$300,000	1/2 payment of minimum annual rent vs. 12.5% on boat storage 10.0% on boat rental 7.5% on all other services and sales 5% on food and non-alcoholic beverages for all sales from the first dollar
\$300,001-\$400,000	1/2 payment of minimum annual rent vs. 12.5% on boat storage 10.0% on boat rental 7.5% on all other services and sales 5% on food and non-alcoholic beverages for all sales from \$1 to \$300,000, plus 25% on boat storage 20% on boat rental 15% on all other services and sales 10% on food and non-alcoholic beverages for all sales above \$300,000.
\$400,000 and above	full payment of minimum annual rent vs. 25% on boat storage 20% on boat rental 15% on all other services and sales 10% on food and non-alcoholic beverages for all sales from the first dollar.

In addition to the payment of rent outlined in the schedule above, Urban Parks Concessionaires would make a one-time payment for capital improvements in the amount of \$20,000 if gross revenues in any lease year meet or exceed \$450,000.

2. Paragraph 10: Maintenance and Repairs by Lessee, would be amended to add a paragraph which would provide that the City would agree to cooperate with Urban Parks Concessionaires in the submission of an application for funding from California Boating and Waterways or any other grant or gift funding, which is mutually agreed upon by the two parties, for preservation and/or redesign of fishing piers. Additionally, the City would agree that Urban Parks Concessionaires financial responsibility for maintenance

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and/or repair of piers, would be reduced by the amount of any alternative funding obtained.

3. Paragraph 39: Subletting/Assignment, would be amended by adding the following three provisions:

- 1) Urban Parks Concessionaires acknowledges the fact that the proposed amendment pertains exclusively to their company and that they are not to transfer the lease, as amended (except as stated below in paragraph 2), to any other concessionaire.
- 2) If the City identifies any qualified concessionaire that is interested in providing the fishing and boating concession at Lake Merced and is able to pay rent in excess of what is provided for in the proposed amendment to the lease, Urban Parks Concessionaires agrees to (1) pay the City the same amount offered by the qualified concessionaire or (2) transfer their lease to the qualified concessionaire, subject to approval by the Recreation and Park Commission.
- 3) The proposed amendment to the lease, affecting a reduction in rental revenues paid to the City, is not transferrable and would be voided immediately if the lease, as amended, were transferred to any other concessionaire.

**Comments:**

1. Ms. Lucinda Scanlan, Director of Property Management for the Recreation and Park Department, has provided the following revenue and expenditure data for Urban Parks Concessionaires' Lake Merced operations for the last five calendar years (Ms. Scanlan reports that the City audits the concessionaire's revenues but not the expenditures):

	<u>1986</u>	<u>1987</u>	<u>1988</u>	<u>1989</u>	<u>1990*</u>
Gross Revenues	\$257,557	\$250,076	\$228,273	\$228,640	\$229,582
Cost of Sales	50,559	52,061	41,533	45,283	50,027
Salaries	84,474	82,692	80,470	75,659	77,346
Operating Expenses	47,872	37,010	35,999	38,449	48,893
Administrative Expenses	26,316	36,549	40,022	43,440	36,100
Corporate Expenses	4,905	5,595	5,195	4,836	7,374
Rent to City	40,224	34,251	31,720	19,190	15,542
Net Profit (Loss)	\$3,207	\$1,918	(\$6,666)	\$1,783	(\$5,700)

\* Includes actual amounts for the first ten months and estimates for November and December.

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2. Ms. Scanlan states that the reduced water level of Lake Merced is due mainly to the increased use of well water by Daly City. This use by Daly City depletes the water table that feeds Lake Merced. According to Ms. Scanlan, who has conferred with the United States Geological Survey and the State Department of Fish and Game regarding the problems at Lake Merced, the reduced water level may continue even after the current drought is over. As such, Ms. Scanlan reports that the Department does not believe that there is potential for a profit-making boating and fishing concession at this time. Ms. Scanlan advises that unless changes are made in the Urban Parks Concessionaires lease to permit better profitability, Urban Parks Concessionaires could attempt to prematurely terminate the lease based on the existence of unforeseen (act of God) natural conditions over which they had no control. According to Ms. Scanlan, the proposed modifications to the Urban Parks Concessionaires lease are preferable to having no one to serve the Lake Merced fishing and boating activities.

Although the Department believes that a termination of the Urban Parks Concessionaires lease could result in having no concessionaire to serve Lake Merced, based on inquiries of the Budget Analyst, the Department has not advertised to determine if there are other qualified concessionaires which would be interested in operating the boating and fishing concession at Lake Merced.

3. In the last five years of the ten year Urban Parks Concessionaires lease, the rent payments to the City have averaged \$28,185 annually.

4. The proposed lease amendment would not require any rent payments to the City when annual gross revenues do not exceed \$275,000. Based on the table above, it is estimated that no rent will be paid to the City since the Urban Park Concessionaires gross revenues have never exceeded \$275,000 in the last five years.

**Recommendation:** Approval of the proposed ordinance is a policy matter for the Board of Supervisors. However it should be noted that it is estimated, based on prior gross revenues, that approval of this ordinance would result in no rental revenues being paid to the City. At the same time, the Department has not formally inquired as to whether any other qualified concessionaires would be interested in operating this concession.

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Item 9 - File 97-91-9

**Department:** Department of Public Works (DPW)

**Item:** Ordinance to amend the San Francisco Administrative Code by amending Section 16.6-9, Representation of City and County in Certain Organizations - Department of Public Works, to add 14 organizations to the membership list.

**Description:** The proposed ordinance would amend the Administrative Code to authorize membership in the following organizations:

<u>Organization</u>	<u>Annual Membership Fee</u>
American Academy of Environmental Engineers.	\$ 95
American Conference of Governmental Industrial Hygienist.	105
American Industrial Hygiene Association.	310
American Public Health Association.	80
American Society of Safety Engineers.	130
Association for Systems Management.	60
Association for Computer Machinists.	60
Association of Small Systems Users.	60
California Counties Facilities Maintenance Association.	100
COMMON-IBM System User Group.	60
Data Processing Management Association.	60
International Public Works Federation.	150
National Safety Management Society.	40
Society of Public Health Educators.	<u>15</u>
Total Annual Membership Fees	\$1,325

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**Comments:**

1. DPW indicates that it has had continuing membership in the 14 organizations listed but inadvertently has not previously requested the Board of Supervisors to amend the Administrative Code to include these organizations.

2. The Administrative Code currently lists 56 organizations in which representation by DPW is authorized. The following DPW controlled funds contain budget allocations for Object 144, Membership Dues, for FY 1990-91 as shown below:

<u>Fund</u>	<u>Amount Budgeted</u>
Clean Water Operating Fund	\$10,895
DPW Admin. Overhead Fund	5,840
DPW Bureau Overhead Fund	19,363
BBI Fund	265
Special Gas Tax Street Improvement Fund	<u>68</u>
	\$36,431

3. Funding for membership fees in the 14 additional organizations is already included in DPW's 1990-91 budget as reflected above. Therefore, no additional funds are being requested.

4. During the FY 1990-91 budget process, the Board of Supervisors reduced funds for membership fees for General Fund departments by 71.56 percent. Of the fund budgets for membership fees shown in comment two above, the only reduction was to the Special Gas Tax Street Improvement Fund, which was reduced from \$240 to \$68.

5. The Mayor's Office, the Controller, and the Budget Analyst recently issued a report projecting a shortfall of up to \$158.3 million for the FY 1991-92 budget.

**Recommendation:** Approval of the proposed resolution is a policy matter for the Board of Supervisors.

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Items 10 and 11 - Files 97-91-10 and 97-91-10.1

**Department:** Police Department

**Items:** Ordinance amending Chapter 10 of the San Francisco Administrative Code by adding Section 10.117-108 thereto, creating a special fund for the San Francisco Fingerprint Identification System by placing in a special fund the proceeds of a surcharge of \$.50 for every \$10 collected for certain fines, penalties, and forfeitures imposed and collected by the courts for criminal offenses (File 97-91-10).

Resolution authorizing the funding of San Francisco's Fingerprint Identification System by collecting a \$.50 surcharge on all fines, penalties, and forfeitures imposed and collected by the courts for criminal offenses pursuant to Section 76383 of the California Government Code (File 97-91-10.1).

**Description:** California Government Code Section 76383 provides that the Board of Supervisors may establish a County Automated Fingerprint Identification Fund to fund an adequate Fingerprint Identification System.

Section 76383 provides that the county treasurer shall place in the fund an assessment of \$.50 for every \$10 or fraction thereof for every fine, penalty, or forfeiture imposed and collected by the courts for criminal offenses. Included in such offenses are violations of the Vehicle Code or any local ordinance adopted pursuant to the Vehicle Code, except for offenses relating to parking or registration or offenses by pedestrians or bicyclists. Also excluded from the assessment provision would be penalties paid by minors for certain vehicle violations.

As required by the State enabling legislation, the proposed ordinance finds that the establishment of a County Automated Fingerprint Identification Fund is necessary to provide an adequate automated fingerprint system.

The monies in the fund, including interest earnings, would be appropriated exclusively for the following authorized purposes:

1. The purchase, lease, operation, and maintenance of automated fingerprint equipment, including personnel and related costs;

2. The replacement of existing automated fingerprinted equipment;

3. The reimbursement of funds which have previously been expended by the City for the purchase, leasing, operation, or maintenance of existing automated fingerprint equipment.

Deposits to the fund could continue through the twentieth year after the initial calendar year in which the assessment is collected, or longer if necessary to make payments upon any lease or leaseback arrangement used to finance the fingerprint system components.

**Comments:**

1. The Police Commission at its meeting of January 30, 1991, adopted Resolution No. 23-91, which includes the following statements:

a. The Automated Fingerprint Identification System (AFIS) is used to identify suspects from crime scenes and identify arrested suspects as part of the booking process. The Department acquired the AFIS approximately 10 years ago.

b. The AFIS is in need of an upgrade because many of the physical components have reached the end of their useful lives. Also, the System will begin to suffer long-term breakdowns, become unrepairable, or become no longer supported by the manufacturer.

c. Were a breakdown to occur, the possibility exists that the City would be unable to comply with an existing court decree regarding jail overcrowding, due to the inability to release suspects in a timely fashion. The alternative would be the probable release of some suspects who are wanted for serious crimes.

2. Lieutenant Richard Racine of the Police Department reports that the annualized continuing costs of the AFIS are as follows:

	<u>Annual Amount</u>
Personnel (Salary and Fringes)	\$1,200,000
Services of Other Departments - ISD	100,000
Contractual Services	160,000
Data Processing and Photographic Supplies	<u>7,700</u>
Total	\$1,467,700

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According to Officer Tom Strong, the above costs are currently funded from the General Fund.

3. According to Officer Tom Strong of the Police Department, the Chief Administrative Officer's Office estimates that in addition to the above ongoing costs the annual lease cost to upgrade the AFIS would be approximately \$326,000, based on an expected life of seven years, or a total purchase cost of approximately \$2,282,000.

4. Mr. George Lum of the Municipal Court has advised the Budget Analyst that estimated annual revenues from the proposed \$0.50 surcharge would be approximately \$64,000.

5. The Adult Probation Department collects fines, penalties, and retains forfeitures pertaining to the Superior Court. Ms. Arlene Sauser of the Department has advised the Budget Analyst that estimated annual revenues from the proposed \$0.50 surcharge would be approximately \$1,415.

6. The total estimated revenues that would be collected from the proposed \$0.50 surcharge by the Municipal Court and the Adult Probation Department are approximately \$65,415, annually. The remaining costs for the Automated Fingerprint Identification System and related personnel and operating costs would continue to be funded from the General Fund.

7. The proposed ordinance (File 97-91-10) does not subject the expenditures of this special fund to appropriation by the Board of Supervisors.

- Recommendations:**
1. Amend the proposed ordinance (File 97-91-10) to require that expenditures from the proposed Automated Fingerprint Identification Fund be subject to appropriation by the Board of Supervisors.
  2. Approval of this legislation, which would result in a new \$0.50 surcharge on all fines, penalties and forfeitures imposed and collected by the courts for criminal offenses, pursuant to Section 76387 of the California Government Code, is a policy matter for the Board of Supervisors.

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Item 12 - File 64-91-3

**NOTE:** This item was continued by the Finance Committee at its meeting of February 20, 1991.

**Department:** Department of Public Works (DPW),  
Clean Water Program,  
Bureau of Environmental Regulation and Management

**Item:** Resolution authorizing a new lease of real property

**Location:** Bayview Plaza Shopping/Office Center, 3rd Street and Evans Avenue, Suite 600 (portion of 2nd floor)

**Purpose of Lease:** Office space for the DPW, Bureau of Environmental Regulation and Management staff and the Clean Water Program's Records Center

**Lessor:** Sangyong Yashima Future Development

**No. of Sq. Ft. and Cost per Month:** 10,740 sq. ft. @ \$1.16/sq. ft./month = \$12,458 per month

**Annual Cost:** \$149,496

**Utilities and Janitor Services Provided by:** Janitorial services provided by lessor and utilities paid by the City.

**Term of Lease:** 30 days after completion of the required alterations by the lessor through June 30, 1996

**Scheduled Rent Increases:** No rent increases until July 1, 1993, after which rent would be increased five percent a year until 1996.

**Right of Renewal:** The DPW has the option to renew the proposed lease on July 1, 1996 for an additional five years.

**Source of Funds:** Clean Water Operating Fund

**Comments:** 1. The DPW plans to locate 49 employees at the proposed location, including 44 employees from the Bureau of Environmental Regulation and Management and five employees from the Clean Water Program's Records Center. Of the 44 DPW Bureau of Environmental Regulation and Management staff, 33 currently occupy three separate areas of the City-owned Southeast Water Pollution Control Plant at 750 Phelps Street at no cost to the City. An additional five

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Bureau employees occupy a temporary trailer that belongs to a private contractor also located at 750 Phelps Street at no cost to the City. The remaining six employees will be new, additional employees hired by the DPW before June 30, 1991. The 33 Bureau employees located at 750 Phelps occupy 2,880 square feet, or an average of 87 square feet per person. The additional six new employees would reduce the average square feet per person to approximately 73 square feet per person. The Bureau of Environmental Regulation and Management, which used to be the Industrial Waste Division, is a relatively new division within the DPW. As such, the DPW would like to consolidate the Bureau staff within the same office.

2. Mr. Medberry further reports that the proposed increased office space at the Bayview Plaza Shopping Center is needed because the current space will not be able to accommodate the six additional staff that the Bureau has hired but are still pending Civil Service Approval. The DPW is able to hire additional staff during a City-wide hiring freeze because the positions are for Federal and State mandated health and safety programs. According to Mr. Medberry, the five Bureau staff who occupy the private contractor's trailer at 750 Phelps Street are also working in overcrowded conditions. If the proposed resolution is approved, Mr. Medberry indicates that the trailer would be returned to its owners.

3. The DPW reports that the space vacated by the 33 staff who occupy the Southeast Water Pollution Control Plant at 750 Phelps would be absorbed by the Bureau of Water Pollution Control Engineering and Training staff who currently reside in the Southeast Water Pollution Control Plant to alleviate overcrowding at that facility. According to Mr. Steve Mullinix of the DPW, 22-25 of the Engineering Technical Services staff would move into the vacated space. Health and Safety Training staff would absorb the remaining vacated space. Mr. Mullinix reports that the Training staff do not currently have office space designated per employee. Many of the employees share desks and some are occupying non-office space such as conference rooms.

4. The Clean Water Records Center is currently housed in a rented trailer located in the parking lot at 1550 Evans for \$435 a month to rent the trailer and \$1,000 a month to rent the parking space for the trailer for a total of \$1,435 a month. The Clean Water Program's staff includes four full-time employees and one half-time employee. The trailer was not included in the original Clean Water Program's lease and on January 1, 1991 the landlord requested that CWP remove the trailer from the premises. Mr. Bob Badgely of the Clean

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Water Program advises that the trailer is inadequate to house the staff and equipment of the Records Center.

5. Clean Water Program's Record Center and the Bureau of Environmental Regulation and Management are both funded through the City's Sewer Service Charge.

6. The proposed location at Bayview Plaza Shopping/Office Center contains 10,740 square feet and is in shell condition. Renovations would be performed by the lessor prior to commencing the proposed lease. Therefore, the Department of Real Estate was unable to provide the square footage of conference rooms and other non-office space areas. The Real Estate Department, however, provided an estimate of the Record Center space at 2,400 square feet. The remaining space would be 8,340 square feet or approximately 190 square feet per staff member.

7. Mr. Phil Aissen of the Real Estate department reports that the proposed rental amount of \$1.16 per square foot for the Bayview Plaza Shopping/Office Center is in accordance with the fair market value of the property.

8. The proposed new lease of property would increase the rental cost for the City from \$1,435 per month or \$17,220 annually to a proposed \$12,458 per month or \$149,496 annually, an overall increase of \$132,276 annually.

**Recommendation:** Given an increased rental cost to the City in the amount of \$132,276 annually, we consider the proposed resolution to be a policy matter for the Board of Supervisors.





Item 13 - File 146-91-20

**Note:** This item was continued at the February 27, 1991 Finance Committee Meeting.

**Department:** Department of Public Health (DPH),  
Community Public Health Services

**Item:** Resolution authorizing the Department of Public Health to accept and expend an augmentation to a continuation State grant.

**Amount of Grant:** \$97,532

**Source of Grant:** State Department of Health Services

**Grant Period:** March 1, 1991 through September 30, 1991

**Project:** Women, Infants and Children (WIC) Program

**Description:** In May 1990, the Board of Supervisors authorized the DPH to apply for, accept and expend a State grant for the WIC Program (File 146-90-33). The proposed grant augmentation would provide additional funding for the WIC Program. The WIC Program, which has been in operation since 1986, provides nutrition education and supplemental foods to pregnant, lactating or postpartum women and to children under age five who are receiving ongoing medical care. Eligible clients must also meet Federal income guidelines, reside in the local target area and be determined by a health professional to be at nutritional risk.

**No. of Persons to be Served:** 14,070 participants per month

**Indirect Costs:** None

**Required Match:** None

<b>Project Budget:</b>	<b>FTE</b>	<b>Grant Augmentation</b>	<b>Original Grant</b>	<b>Total Grant</b>
<u>Personnel</u>				
Nutritionist	1.3	\$48,868		\$48,868
Nutritionist	4.6		\$173,997	173,997
Senior				
Nutritionist	1.0		52,104	52,104
Health				
Worker III	2.0		60,944	60,944
Health				
Worker II	6.0		160,587	160,587

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Memo to Finance Committee  
March 6, 1991

	<u>FTE</u>	<u>Grant Augmentation</u>	<u>Original Grant</u>	<u>Total Grant</u>
Health				
Worker I	15.0		\$336,248	\$336,248
Fringe Benefits		\$19,004	155,091	174,095
Subtotal	29.9	67,872	938,971	1,006,843
<u>Operating Expenses</u>				
Education Materials		3,000		3,000
Postage			1,000	1,000
Office Furniture		2,000		2,000
Office Supplies		1,000	4,000	5,000
Travel (Mileage)		2,000	1,000	3,000
Duplication/Reproduction		2,000		2,000
Janitorial Supplies		4,660	2,845	7,505
Rent (Lease \$1.00 per year)			1	1
Telephone			17,000	17,000
Staff Training			1,000	1,000
Computer Supplies			2,500	2,500
Computer Consultant Fees			4,000	4,000
Subtotal		14,660	33,346	48,006
<u>Equipment</u>				
Computer Equipment		7,500		7,500
Telephones		7,500		7,500
Telephone Answering				
Machines			3,000	3,000
Subtotal		15,000	3,000	18,000
Total		\$97,532	\$975,317	\$1,072,849

Comments:

1. Historically, indirect costs have not been included in the WIC Program grant budget. The WIC staff have taken the position that the inclusion of indirect costs in the WIC Program grant budget would decrease the amount of funds available for direct services. Ms. Nylda Gemple of DPH further advises that the increase in salary costs have decreased the amount available for the other project expenditures. As such, indirect costs were not included in the proposed grant augmentation budget. According to Ms. Teresa Serata of the Mayor's Office, when the Mayor's Office recommended the proposed grant augmentation \$4,668 was included on the "Summary of Grant Request" for indirect costs. According to Mr. Dave Fong of the Controller's Office, the Controller's Office has not signed the proposed resolution and did not certify that appropriate indirect costs were included in the proposed grant because the proposed grant is a grant augmentation. The Controller's Office certified the

**BOARD OF SUPERVISORS**  
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exclusion of indirect costs on the original grant. According to Mr. Fong, the Controller's Office does not maintain records explaining the Controller's decision to sign resolutions certifying indirect costs for previous grants. Mr. Fong further reports that the exclusion of indirect costs would cost the City approximately \$4,876, or five percent of the proposed grant augmentation, for expenditures incurred by the City for the proposed grant augmentation. It should also be noted that while DPH's salaries have been increasing, the salaries of City employees delivering the indirect services for this grant funded program have also increased.

2. The DPH reports that they do not have budget details for the \$7,500 budgeted for computer equipment and the \$7,500 budgeted for telephones nor have they received Electronic Information Processing Steering Committee (EIPSC) approval for the computer equipment and telephone purchases. Since the DPH cannot provide budget details for the computer equipment and telephones and have not received EIPSC approval for the purchases, the Budget Analyst recommends that the authorization to expend the \$15,000 for computer equipment and telephones be reserved, pending the DPH's submission of specific budget details for the computer equipment and telephones and EIPSC approval.

3. Attached is the Health Commission's "Summary of Grant Request" as prepared by the DPH.

**Recommendations:** 1. Approve the grant augmentation. However, the exclusion of indirect costs in the project budget is a policy decision for the Board of Supervisors.

2. If the Board of Supervisors approves the proposed resolution, amend the proposed resolution to reserve the \$15,000 for the computer equipment and telephones pending DPH submission of budget details for these computer equipment and telephone expenditures and EIPSC approval.

Rev. 4/10/90

## Health Commission - Summary of Grant Request

Grantor State Dept. of Health Services  
 Contact Person Jo Ann Wray, Chief of WIC  
 Address 714/744 P Street  
Sacramento, Ca. 95814  
 Amount Requested \$ 97,532  
 Term: From 3/91 To 9/30/91  
 Health Commission 2/5/91 Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

Division Community Public Health Service  
 Section Family Health  
 Contact Person Florence Stroud  
 Telephone (415) 554-2620  
 Application Deadline \_\_\_\_\_  
 Notification Expected N/A

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 97,532 from the period of 3/1/91 to 9/30/91 to provide WIC services.  
 (Circle appropriate words)

## II. Summary: (Concise summary; need address; number + groups served; services and providers)

The WIC Program provides nutrition education and supplemental foods to pregnant women lactating or post-partum women and to children under five years who are receiving ongoing medical care; meet Federal income guidelines; reside in the local target area and are determined by the health professional to be at nutritional risk. The Dept. of Health has administered this program since 10/86.

## III. Outcomes/Objectives:

To augment outreach and counseling services by professional staff. This action will restore services that were not provided 100% level at the beginning of fiscal year.

## IV. Effects of Reduction or Termination of These Funds:

## V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount		975,317	1,072,849	97,532		
Personnel		938,971	1,006,843	67,872		
Equipment		3,000	18,000	15,000		
Contract Svc.						
Mat. & Supp.		27,345	38,005	10,660		
Facilities/Space		1	1			
Other		5,000	7,000	2,000		
Indirect Costs						
Travel		1,000	3,000	2,000		

## VI. Data Processing

(costs included above)

## VII. Personnel

F/T CSC	28	29.3	1.3
P/T CSC	.6	.6	
Contractual			

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

NONE

VIII grant funded employees be retained after this grant terminates? If so, How?

It is not foreseeable that grant will terminate.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (if sole source, attach Request for Exemption Form)

Item 14 - File 148-91-4

**Note:** This item was continued at the February 27, 1991 Finance Committee meeting.

**Department:** Department of Public Works

**Item:** Authorizing the Director of Public Works to apply for, accept, and expend Federal Highway Administration Emergency Relief funds for traffic mitigation improvements necessitated by the closure of the Embarcadero Freeway due to earthquake damage.

**Grant Amount:** Up to \$310,000

**Source of Funds:** Federal Department of Transportation, Federal Highway Administration Emergency Relief funds.

**Required Match:** \$55,000

**Description:** The proposed resolution would authorize DPW to apply for, accept and expend \$310,000 in Federal Highway Emergency Relief funds. These funds would be used to pay for traffic signal and sign improvements to facilitate traffic flow on surface streets resulting from the earthquake-related closure of the Embarcadero Freeway. The County would provide another \$55,000 from the Mayor's Earthquake Emergency Relief Fund as local matching funds for the needed improvements.

DPW has estimated the following costs:

	<u>Federal Emergency Relief Funds</u>	<u>Local Match Funds</u>	<u>Total Project Cost</u>
Traffic Signal Installations at: Drumm and Sacramento Sts. Drumm and Clay Sts. Drumm and Washington Sts. Embarcadero and Washington Sts. Howard and Steuart Sts.	\$255,000	\$45,000	\$300,000
Directional Signing and other Traffic Control Signs	<u>55,000</u>	<u>10,000</u>	<u>65,000</u>
Total Funding	\$310,000	\$55,000	\$365,000

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Comments:**

1. The Department has submitted the attached Summary of Grant Request.

2. DPW reports that work on these projects have already begun. According to Mr. Joe Ovadia of DPW, the Department has completed installation of the traffic signs. With respect to the traffic signals, DPW expects installation of the traffic signals to be completed by April 5, 1991. Installations must be completed by April 15, 1991 in order to be reimbursed with the Federal Highway Administration Emergency Relief funds.

3. Mr. Ovadia advises that the proposed Federal Highway Administration Emergency Relief funds, for which DPW is applying, would reimburse the City for some of the expenses already incurred. Of the total cost of \$365,000, the County Transportation Authority provided \$300,000 to pay for the cost of the traffic signal installations, with the remaining \$65,000 provided by the Mayor's Earthquake Emergency Relief Fund for installation of traffic signs. As noted in the table above, the proposed grant of \$310,000 would reimburse the County Transportation Authority for \$255,000 of the \$300,000 contributed for traffic signals, and the remaining \$55,000 in Federal Highway Administration Emergency Relief funds would reimburse the Mayor's Earthquake Emergency Relief Fund for \$55,000 of the \$65,000 allocated for traffic signs. The remaining Mayor's Earthquake Emergency Relief Fund monies, consisting of \$45,000 for traffic signal installations and \$10,000 for traffic signs (a total of \$55,000), allocated for the projects would serve as the local match.

4. DPW has not yet applied for the Federal Highway Administration Emergency Relief funds. Once DPW has submitted the application, Mr. Ovadia states that the City will be reimbursed for an amount up to a maximum of \$310,000. The City may receive an amount less than the \$310,000, if the Federal Highway Administration classifies some costs associated with the traffic signal installations and traffic directional sign installations as ineligible for reimbursement. As indicated above, the grant funds would be used to reimburse the County Transportation Authority and/or the Mayor's Earthquake Emergency Relief Fund. Approval of this resolution to apply for, accept and expend Federal Highway Administration Emergency Relief funds would allow the City to receive reimbursement of up to \$310,000 for completed installation work or for installation work in progress.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



# Summary of Grant Request

for State of California Dept. of Transportation Contact Person <u>Jake Louie</u> Address <u>150 Qak Street</u> <u>San Francisco, CA 94120</u> Amount Requested \$ <u>310,000.</u> From _____ To <u>April 15, 1991</u> Health Commission <u>N/A</u> Board of Supervisors: Finance Committee _____ Full Board _____	Division _____ Section _____ Contact Person _____ Telephone _____ Application Deadline _____ Notification Expected _____
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**Item Description:** Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) to a grant in the amount of \$310,000. from the period of \_\_\_\_\_ to April 15, 1991 to provide for traffic mitigation improvements necessitated by the closure services of the Embarcadero Freeway.

**Summary:** (Concise summary of project, number + group name, service and priority)  
 This resolution authorizes the Director of Public Works to apply for accept and expend \$310,000 in Federal Emergency Relief Funds for reimbursement of two projects that are currently underway. These projects are funded by the County Transportation Authority and the Mayor's Emergency Relief Fund.

**Outcomes/Objectives:**  
 Improve vehicular access to the northeast quadrant of the City.

**Effects of Reduction or Termination of These Funds:**  
 The Transit Authority and the City will lose reimbursement of funds.

**Financial Information:**

	Col. A Two Years Ago	Col. B Prior Year/Orig.	Col. C Proposed	Col. D Change	Reg. Match	Approved by
Grant Amount			310,000			
Personnel			25,000			
Equipment						
Contract Svc.			200,000			
Mat. & Supp.			85,000			
Utilities/Space						
Other						
Direct Costs						

**I. Data Processing**  
 (Leave blank unless itemized)

**II. Personnel**  
 T CSC \_\_\_\_\_  
 T CSC \_\_\_\_\_  
 Contractual \_\_\_\_\_

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
 NONE

Will grant funded employees be retained after this grant terminates? If so, How?  
 NONE

**III. Contractual Services:** Open Bid X Sole Source \_\_\_\_\_ (If sole source, attach Request for Exception Permit)





Item 15 - File 25-91-1

**Department:** Office of the Controller

**Proposed Action:** Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

**Services to be Performed:** Janitorial Services at 160 South Van Ness (Payroll Division)

**Description:** The Controller has determined that contracting for these janitorial services in fiscal year 1991-92 would result in estimated savings as follows:

City Operated Service Costs

Personnel	\$24,230
-----------	----------

<u>Contracted Service Cost</u>	<u>16,202</u>
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<u>Estimated Savings</u>	<u>\$8,028</u>
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**Comments:** 1. Janitorial services were first certified as required by Charter Section 8.300-1 in 1983 and have been provided by an outside contractor continuously since then.

2. The current contract, which expires June 30, 1991, is with Pacific State Airlines Services Inc. The Contracted Service Cost used for the purpose of this analysis an informal bid from the current contractor.

3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

**Recommendation:** Approve the proposed resolution.

CHARTER 8.300-1 (Proposition J) QUESTIONNAIREDepartment CONTROLLER'S PAYROLL/PERSONNEL SERVICES DIVISIONContract Services JANITORIAL SERVICESFor the term starting approximately 07/01/91 through 06/30/92

- 1) Who performed services prior to contracting out?

Services have always been contracted out.

- 2) Number of City employees laid off as a result of contracting out?

None

- 3) Explain disposition of employees if they were not laid off.

Not applicable.

- 4) What percent of a City employee's time is spent on services to be contracted out?

0.2%

- 5) How long have the services been contracted out?

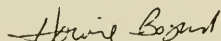
Eight years contractual services began September 1983.

- 6) When was the first fiscal year for a Proposition J certification?

Fiscal year 1983-84.

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

The current services are provided by a firm that is a MBE or WBE firm.

HOWIE BOGARD, PAYROLL MANAGER  
Department Representative558-7864

Telephone

Memo to Finance Committee  
March 6, 1991

Item 16 - File 25-91-2

The attached reports of the Controller relates to the proposed resolution concurring with the Controller's certification of costs required by Charter Section 8.300-1 (Proposition J) that Budget Analyst services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

City and County of San Francisco



February 6, 1991

Honorable Board of Supervisors  
City and County of San Francisco  
Room 235, City Hall  
San Francisco, California 94102

Attention: John L. Taylor  
Clerk of the Board

Re: Contracting for Budget Analyst Services

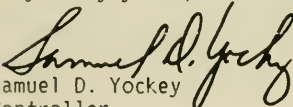
Dear Mr. Taylor:

The cost information and supplementary data provided by your office on the proposed contract for Budget Analyst Services have been reviewed by my staff.

If the services are performed by the contractor at the proposed contract price, it would appear that the services can practically be performed at a lower cost than if the work were performed by City employees at presently budgeted levels. A statement of projected costs and estimated savings for the year commencing July 1, 1991 is attached for your review.

The requirements of Charter Section 8.300-1 relative to the Controller's finding that work can practically be performed by contract for the year 1991-92 have been satisfied. To complete the requirements of the Charter, it will be necessary for your department to secure approval by resolution of the Board of Supervisors before formal contract documents for an annual period can be certified by my office.

Very truly yours,

  
Samuel D. Yockey  
Controller

RY:ac(85GEN82)

Enclosure

cc: Maggie Jacobsen  
Employee Relations  
Harvey Rose, Budget Analyst ✓  
c/o Board of Supervisors  
Marvin Geistlinger  
Purchaser

Board of Supervisors  
Budget Analyst Services  
Comparative Costs of City and Contractual Services  
1991-92

City Services

Personnel salaries	\$1,028,038	
Employee benefits	<u>255,024</u>	
		\$1,283,062
Other expenses		
Office rent	\$ 34,650	
Contractual services	26,179	
Equipment and supplies	10,843	
Materials and supplies	2,608	
Overtime & premium pay	<u>3,725</u>	
		<u>78,005</u>
Cost of City services		\$1,361,067

Contractual Services

Harvey M. Rose Accountancy Corp.	<u>1,169,436</u>
Estimated savings	<u>\$ 191,631</u>

Note: Personnel costs are based on an eighteen (18) person staff at the 5th step.

RY:ac(85GEN83)

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department Board of Supervisors  
 Contract Services Budget Analyst  
 For the term starting approximately July 1, 1991 through June 30, 1992

- 1) Who performed services prior to contracting out?

Bureau of the Budget

- 2) Number of City employees laid off as a result of contracting out?

None

- 3) Explain disposition of employees if they were not laid off.

Two were transferred to other City departments; balance resigned in order to be hired by the contractor.

- 4) What percent of a City employee's time is spent on services to be contracted out?

All Bureau of the Budget positions were full-time

- 5) How long have the services been contracted out?

12 years, since January 1, 1979.

- 6) When was the first fiscal year for a Proposition J certification?

FY 1978-79

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

Contract services are consistent with the Board of Supervisors Department MBE/WBE Action Plan.

John Taylor

Department Representative

554-5184

Telephone

Item 17 - File 32-91-1

**Department:** Assessor's Office

**Item:** Resolution to authorize the execution of a contract with Sonoma County for sharing costs of a ten county-wide Viacom Cable System Reappraisal. The contract would authorize the expenditure of \$1,715 to Sonoma County, which is San Francisco's pro-rated share of the total \$5,000 contract for all ten counties.

**Description:** The reappraisal of Viacom's value in the ten counties began in 1987, when Viacom was acquired by National Amusements Inc. on June 9, 1987. According to Mr. Gene Barron of the Assessor's Office, the reappraisal would determine the assessed value of Viacom's possessory interest in San Francisco for tax purposes. This possessory interest appraisal would examine only Viacom's interest in using the City and County owned property upon which Viacom's cable signal is distributed.

The proposed contract would secure funds for buying materials to research Viacom's appraised value in 1987. Specifically, the funding would be used for the purchase of annual reports of cable companies, books, periodicals, reference materials, copies and related production expenses. The research and documentation will be done by the various County Assessors' Offices.

The ten counties which have agreed to pay for this reappraisal are as follows: Colusa, Tehema, Shasta, Butte, Alameda, Contra Costa, Marin, Napa, San Francisco, and Sonoma. Each County will contract separately with Sonoma County, because Sonoma County has agreed to act as treasurer to receive, audit and distribute the initial budget amount.

The total cost of this phase of research and documentation gathering for the appraisal will be in an amount not to exceed \$5,000 for the joint ten county area. San Francisco's prorated share of the total cost is 34.3 percent, or \$1,715. The prorated share is based upon the number of Viacom "drops". A "drop" is the number of households with a cable connection, not the total number of connections per household.

A breakdown of the costs for each of the participating counties is as follows:

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



<u>County</u>	<u>Percentage of Drops December 4, 1989</u>	<u>Contribution</u>
Colusa	0.50%	\$ 25
Tehema	1.00%	50
Shasta	8.40%	420
Butte	5.10%	255
Alameda	7.30%	365
Contra Costa	15.10%	755
Marin	15.90%	795
Napa	6.40%	320
San Francisco	34.30%	1,715
Sonoma	<u>6.00%</u>	<u>300</u>
Total	100%	\$5,000

The contract by and between Sonoma County and the City and County of San Francisco entitled "Contract For Sharing of Viacom Appraisal Research Expenses - Contract No. 01-35" would provide the full sum of \$1,715 into a budgeted Appraisal Research Account within the Sonoma County Assessor's Office. Under the proposed contract, the Sonoma County Assessor's Office also would agree to collect, hold, manage, and disburse the funds needed for the research and documentation phase, using procedures acceptable to the Sonoma County Assessor. Any fund balance left at the conclusion of the research and documentation gathering phase would be refunded to the ten counties on a pro-rated basis by the Sonoma County Assessor's Office.

**Comments:**

1. According to Mr. Barron of the Assessor's Office, the \$1,715 in funding for the proposed contract has been budgeted in the Assessor's 1990-91 budget for Professional Services.
2. Mr. Fred Forbeck, the Chief Appraiser for Sonoma County, notes that the \$5,000 has already been allocated to the Appraisal Research Account. Sonoma County is now requesting that San Francisco reimburse Sonoma County for its share of the contract.
3. Mr. Forbeck advises that most of the work for the Viacom Cable System Reappraisal has been completed. Mr. Jim Dal Bon of the Marin County Assessor's Office, reports that a final draft of the ten county appraisal will be ready for review and approval by the various County Assessors' Offices by March 25, 1991. According to Mr. Forbeck, a preliminary estimate of the reappraised value of Viacom is approximately \$500 million over the ten counties.

4. According to Mr. Barron, the current appraised value of Viacom's possessory interest in San Francisco is \$7,523,889, which results in \$82,010 in possessory interest taxes annually for the City ( $\$7,523,889 \times \$1.09$  per \$100 of assessed value = \$82,010). As noted, Mr. Forbeck reports that the reappraised value of Viacom is estimated to be approximately \$500 million over the ten counties. San Francisco's 34.30 percent share of "drops" means Viacom's appraised value is approximately \$171.5 million, which would result in approximately \$1,869,350 million of annual possessory interest taxes for San Francisco ( $\$171.5$  million  $\times$  \$1.09 per \$100 of assessed value = \$1,869,350). Therefore, the proposed reappraisal could result in an increase of approximately \$1,787,340 of possessory interest taxes for the City annually.

**Recommendation:** Approve the proposed resolution.



Item 18 - File 64-91-4

**Departments:** Real Estate Department  
Employees' Retirement System (ERS)

**Item:** Resolution to authorize a new lease of real property for the Employees' Retirement System

**Location:** 1212 Market Street (Suites B, F and G)

**Purpose of Lease:** Storage space for records

**Lessor:** Graham Investment Limited

**No. of Sq. Ft. and Cost/Month:**

Current:	1,427 sq.ft. @ \$0.60/sq.ft./mo. =	\$856.20
New:	1,034 sq.ft. @ \$0.60/sq.ft./mo. =	\$620.40
Total:	2,461 sq.ft. @ \$0.60/sq.ft./mo. =	\$1,476.60

**Annual Cost:** \$17,719.20

**Utilities and Janitor Provided by Lessor:** Utilities are provided by lessor. Janitorial services are not required.

**Source of Funds:** Retirement Trust Fund, \$6,000 available until the end of fiscal year 1990-91

**Term of Agreement:** Approximately March 1, 1991 through December 31, 1992.

**Comments:**

1. The records of the Employees' Retirement System have been stored in Suites B and G at 1212 Market Street, consisting of 1,427 square feet at a monthly rate of \$856.20 (\$0.60 per square foot), since shortly after the October 17, 1989 earthquake. Because of the need for additional space, ERS has requested an additional 1,034 square feet of storage space which can be accommodated in the adjacent Suite F. The proposed lease will consolidate the total 2,461 square feet of Suites B, F and G into one agreement, at the rate of \$0.60 per square foot per month as is presently being paid.
2. The Real Estate Department reports that the proposed monthly rate of \$1,476.60 for 2,461 square foot @ \$0.60 per square foot represents the current fair market rental for the property located at 1212 Market Street.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
March 6, 1991

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item 19 - File 107-91-1

- Department:** Department of Social Services (DSS)
- Item:** Resolution authorizing the modification to an agreement between the City and County of San Francisco and the State of California's Department of Education, for San Francisco's participation in the State's Child Care Development Program for Fiscal Year 1990-91.
- Amount:** \$5,619
- Contract Period:** July 1, 1990 through June 30, 1991
- Description:** The proposed resolution would modify an existing agreement between the City through DSS and the State Department of Education that fully reimburses DSS for paying providers of community-based childcare services, including homemaker services and respite care. The proposed modification is a cost of living adjustment (COLA) for the childcare providers. The State's Childcare Development Program provides community-based childcare services to families at risk to enable parents to continue their employment or to continue their education. DSS contracts with the childcare providers. Authorization to enter into this proposed modified agreement is required by the State before DSS is eligible to submit claims for reimbursement for the modified amount to the State Department of Education.
- The proposed modified agreement calls for a reimbursement rate increase of \$.0942 from \$1.9802 to \$2.0744 per child per hour of full-time attendance in various childcare and development programs. The total maximum reimbursable amount would be increased by \$5,619 from \$118,069 to \$123,688. Reimbursements are made on a quarterly basis from claims submitted by DSS to the State.
- Comments:**
1. As noted above, the contract period for the proposed agreement is July 1, 1990 through June 30, 1991. Mr. Jim Wingate of DSS reports that the State would reimburse DSS for the modified amount retroactively to pay DSS's childcare providers costs already incurred.
  2. Ms. Virginia Buccello of DSS reports that the State only reimburses the City for childcare provider services. The City's costs to administer the Childcare Development Program are absorbed by DSS.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
March 6, 1991

3. The \$5,619 anticipated modification for FY 1990-91 represents an increase of 4.8 percent over the original agreement for FY 1990-91 amount of \$118,069.

**Recommendation:** Amend the proposed resolution to allow DSS to accept the modification retroactively. Approve the proposed resolution as amended.

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Item 20 - File 168-91-1

- Department:** Recreation and Park Department  
Real Estate Department
- Item:** Resolution authorizing the City's acquisition of real property for Open Space purposes and adopting findings pursuant to City Planning Code Section 101.1
- Location:** San Francisco Assessor's Block 2050A, Lots 11, 12, 21 and 22. The proposed parcels are located in the Inner Sunset within the residential subdivision of Golden Gate Heights at the intersection of 14th Avenue and Ortega Street.
- Property Description:** The proposed property consists of four vacant lots, containing a total area of 22,415 square feet, which are on top of a hill covered with rocks jutting out from the hill. Lots 11 and 12 are owned by Harry and Eloise Lee and Lots 21 and 22 are owned by Hubert and Virginia Schmidt.
- Amount:** Lots 11 and 12 would be purchased for \$304,000 and Lots 21 and 22 would be purchased for \$120,000 for a total of \$424,000. An additional \$3,000 is required for escrow fees and title insurance.
- Funding Source:** Open Space Acquisition and Park Renovation Fund
- Comments:**
1. The Recreation and Park Commission has approved this acquisition for Open Space purposes and the funds are appropriated in the Department's FY 1990-91 budget. Mr. Lloyd Gardner of the Department of Real Estate reports that the property would be purchased directly from monies currently available in the Open Space Acquisition and Park Renovation Fund.
  2. The Department of City Planning reports that the proposed acquisition of the properties is in conformity with the Open Space Element of the City's Master Plan and is consistent with the eight priority policies of City Planning Code Section 101.1. In addition, the properties are priority acquisitions in the 1990-91 Open Space Plan.
  3. The proposed properties would be acquired for the purpose of maintaining their natural undeveloped state. According to Mr. Phil Arnold of the Recreation and Park Department, the proposed properties together form the last undeveloped geologic formation of its kind in San Francisco. A fifth adjacent vacant lot will be acquired pending eminent domain proceedings which are currently in process.

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4. Mr. Gardner reports that the purchase prices of the properties represent fair market value. The appraised market prices were the result of comparing nine similar land sales in the City minus the extraordinary engineering costs to develop the property.

5. According to the Real Estate Department, the current total assessed valuation of the properties to be acquired is \$68,532. Based on the 1990-91 fiscal year tax rate of \$1.09 per \$100 of assessed valuation, the taxes paid to the City on the properties are currently approximately \$747. Once the City purchases the properties, such property taxes would no longer be paid to the City.

**Recommendation:** Approval of Open Space Acquisitions are policy matters for the Board of Supervisors.

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Item 21 - File 193-91-2

- Department:** Recreation and Park Department
- Item:** Resolution approving the third amendment to the Japan Center Lighting Agreement
- Description:** The proposed resolution would approve the third amendment to the Japan Center Lighting Agreement for the purpose of sharing the costs of maintaining, repairing and replacing 49 street lights. The Japan Center is the Japanese Cultural and Trade Center which was developed under the auspices of the San Francisco Redevelopment Agency (SFRA) in late 1960. An agreement was executed between the owners of the Center and the SFRA to maintain and repair the 49 ornamental lights that surround the Center. Due to the changes in ownership over the years, the proposed amendment would clarify each individual owner's proportionate responsibility relating to the ornamental lights. Under the proposed resolution, the City would be responsible for 3/49 of the cost or three of the lights and the other owners would assume responsibility for the remaining 46 lights.
- Comments:**
1. The City acquired the Japanese Peace Plaza (Assessor's Block No.700 Lot 22) on November 28, 1989. The Japanese Peace Plaza is one of many parcels of the Japan Center. The purchasing agreement required the City to assume responsibility for 3/49 of the cost of maintaining, repairing and replacing the lights in the Japan Center. The City did not, however, officially enter into the Japan Center Lighting Agreement to share the costs of maintaining, repairing and replacing the lights. The proposed amendment would include the City in the Japan Center Lighting Agreement.
  2. Mr. Tim Lillyquist of the Recreation and Park Department reports that the average annual cost to the City would be approximately \$30 per light for a total of \$90. These costs would be absorbed by the Recreation and Park Department's budget.
- Recommendation:** Approve the proposed resolution.



Items 22 and 23 - Files 64-91-5 and 101-89-33.4

**Departments:** Sheriff's Department  
Department of Real Estate

**Item:** Item 22 (File 64-91-5) is a resolution authorizing a new lease of real property at Sixth and Ahern Streets described as Lot "D", Block 3759, Lot 9 and a portion of Lot 12, for the Sheriff's Department.

Item 23 (File 101-89-33.4) is a request for release of reserved funds in the amount of \$25,900 for rent.

**Location:** Sixth and Ahern Streets

**Purpose of Lease:** Replacement parking lot for Police Department vehicles during construction of the Sheriff's Work Furlough facility at the Hall of Justice.

**Lessor:** Wen Chiao W. Lee, Mei Huei G. Lin, Tony C. Lin, and Jenny C. Lin

**No. of Sq. Ft. and Cost per Month:** 14,625 square feet at \$0.35 per square foot or approximately \$5,100 per month

**Annual Cost:** \$61,200

**Utilities and Janitor Services Provided by Lessor:** City pays for gas, water and electricity. The City would be responsible for maintaining the parking lot.

**Term of Lease:** March 15, 1991 through January 31, 1993

**Source of Funds:** Previously appropriated but reserved funds in the amount of \$29,850 from the 1989-90 Public Safety Reserve

**Description:** The Sheriff's Department proposes to lease property located at Sixth and Ahern Streets for use as a temporary parking lot for Police Department vehicles during the construction of the Sheriff's Work Furlough Facility. The Police Department's parking lot for marked and unmarked vehicles must be relocated, because the existing parking lot at the Hall of Justice will be unavailable during construction of the new Sheriff's Facility.

The Sheriff's Department had originally requested the release of reserved funds in the amount of \$25,900 to pay for the rent associated with the Sixth and Ahern Streets site and

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for part of the cost of making improvements to the property. However, Lieutenant Mike LaVigne of the Sheriff's Department has advised the Budget Analyst that the Sheriff's Department instead is now requesting release of the total remaining reserved funds amounting to \$29,850, and not \$25,900, to pay for the rent associated with the Sixth and Ahern Streets site (3.5 months at \$5,100 per month, or \$17,850 for the period March 15, 1991 through June 30, 1991), and for part of the cost of making improvements to the property (\$12,000). Proposition A Correctional Facilities Improvement Bond Funds authorized in 1990 would pay for the remaining cost of the parking lot improvements to the Sixth and Ahern Street site.

The Sheriff's Department intends to make improvements to the Sixth and Ahern Street site to render the premises suitable for Police Department use. Improvements include the construction of a metal carport for the vehicles and installation of fencing, security gates, pavement, carport lighting, and a temporary trailer for offices. The estimated cost of these improvements is \$152,360. These improvements will be funded from Proposition A Bond Fund monies recently appropriated by the Board of Supervisors (\$140,360) and, as noted above, from the remaining reserves placed on the funds appropriated from the 1989-90 Public Safety Reserve (\$12,000).

**Comments:**

1. Ms. Claudine Venegas of the Real Estate Department advises that based on the estimated return on the land, the rental rate of \$5,100 per month is the fair market value for the property. However, Ms. Venegas also reports that the rental rate of \$5,100 per month for the 6th Street and Ahern Street site is relatively high in comparison to other parking lots leased from CalTrans by the Police and Sheriff's Departments. Ms. Venegas further reports that the CalTrans properties do not have as much value, because the properties are located under the Interstate 80 freeway. The following table compares the rental rates per square foot of the Sixth and Ahern Streets site with the CalTrans lots used for parking lots:

Sixth and Ahern Site	\$0.35/sq.ft./month
Lot SF-80-21	\$0.031/sq.ft./month
Lot SF-80-22	\$0.060/sq.ft./month
Lot SF-80-23	\$0.020/sq.ft./month

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2. The original supplemental ordinance (Ordinance No. 355-89), which appropriated the requested \$29,850 now on reserve, specified that the Mayor, in addition to the Finance Committee, needs to approve the release of these reserved funds. Consequently, Lieutenant LaVigne advises that a separate resolution is necessary to authorize this requested release of the reserved funds. Therefore, the Finance Committee should prepare in and report out a resolution authorizing the release of the reserved funds in the amount of \$29,850.

3. Ms. Venegas advises that the lease expiration date in the resolution is incorrect and should specify January 31, 1993. Ms. Venegas states that the term March 15, 1991 through January 31, 1993 should be sufficient to cover the period, during which the permanent parking lot at the Hall of Justice will be unavailable for police vehicle use.

**Recommendations:** 1. Amend the proposed resolution authorizing the lease to specify a termination date of January 31, 1993. Approve the proposed resolution, as amended.

2. Prepare in and report out a resolution approving the Sheriff's Department request to release the amount of \$29,850 presently on reserve.





Item 24 - File 101-89-101.3

**Departments:** Department of Public Works (DPW)

**Item:** Release of reserve

**Amount:** \$250,000

**Source of Funds:** Previously appropriated and reserved 1989 Proposition A Earthquake Safety Bond funds (File 101-89-101).

**Description:** In April, 1990, the Board of Supervisors approved a supplemental appropriation ordinance to appropriate \$1,572,834 of the 1989 Proposition A, Earthquake Safety Bonds which totaled \$59.7 million. The Earthquake Safety Bonds are for the acquisition, construction and reconstruction of various municipal improvements to reduce earthquake hazards, remove asbestos, rehabilitate City buildings, and to provide handicapped access to City buildings and related engineering assessment programs.

\$1,572,834 was appropriated for DPW project management, Request For Qualifications (RFQ) preparation, preliminary architectural and engineering services, planning and assessments, hazard mitigation and earthquake repairs and the related financial and legal tasks for the Fire Department, Academy of Sciences, Fine Arts Museum, Asian Arts Museum and Laguna Honda Hospital. Of the \$1,572,834 appropriation, a total of \$945,700 was reserved including \$300,000 for DPW for capital improvement projects (\$50,000 for planning and assessment activities and \$250,000 for earthquake repairs). In May, 1990, the \$50,000 of reserved funds for planning and assessment activities were released leaving a balance of \$250,000. The proposed release of reserve represents the remaining \$250,000 for earthquake repairs.

The \$250,000 was originally budgeted as a working capital fund for the Bureau of Architecture to prepare documents, award contracts and manage construction repair work on City buildings and facilities that were damaged in the October, 1989 earthquake. This working capital fund was to be available for any City expenditures which may have been declared as ineligible costs by the Federal Emergency Management Agency (FEMA). The Board of Supervisors put the \$250,000 on reserve.

According to Mr. Dorian, all of the City's costs to prepare documents, award contracts and manage construction repair work on City buildings and facilities that were damaged in the October, 1989 earthquake were fully

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reimbursed by FEMA. Therefore, the working capital fund was not needed to cover any ineligible costs. As such, DPW is requesting a release of the \$250,000 reserved for earthquake repairs to use for Facility Condition Monitoring Program activities. The Facility Condition Monitoring Program is part of a five year effort to upgrade City-owned buildings. Under the Facility Condition Monitoring Program, DPW would assess electrical, mechanical, structural, and architectural conditions in 40 City buildings in an effort to preserve the buildings prior to the other Proposition A Earthquake Safety Bond funded activities.

DPW proposes to allocate the \$250,000 in reserved funds for the following Facility Condition Monitoring Program activities:

Architecture	\$79,000
Building Repair	72,000
Mechanical	33,000
Electrical	33,000
Structural	<u>33,000</u>
Total	\$250,000

**Comment:** As of the writing of this report, DPW was unable to provide budget details for the proposed Facility Condition Monitoring Program activities to be funded by the \$250,000 in reserve. Therefore, the Budget Analyst recommends continuing to reserve the funds pending DPW's submittal of the budget details.

**Recommendation:** Continue to reserve the funds in the amount of \$250,000 to the call of the Chair pending submittal by DPW of the budget details for this request.

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Item 25 - File 133-89-1.2

**Note:** This item was continued at the February 27, 1991 Finance Committee meeting.

**Department:** Chief Administrative Officer (CAO)  
Solid Waste Management Program

**Item:** Request to release reserved funds from the Solid Waste Management Program's 1989-90 budget for recycling internship program.

**Amount:** \$25,000

**Source of Funds:** Refuse Collection Fees

**Description:** In the Solid Waste Management Program's 1989-90 budget, the Board of Supervisors placed \$155,000 on reserve for recycling development projects. Of this amount, the Board of Supervisors previously released \$60,000, which was allocated to San Francisco Alive to promote neighborhood recycling and litter abatement programs, leaving a remaining balance of \$95,000 on reserve.

At the February 20, 1991 Finance Committee Meeting, the Solid Waste Management Program requested an additional release of \$25,000 for recycling center site improvements and \$25,000 for a recycling center internship program for a total of \$50,000. Of the \$50,000 request, the Finance Committee approved the release of \$25,000 for the one-time recycling center site improvements and severed the \$25,000 request for the recycling center internship program, which is the subject of the proposed item.

The proposed \$25,000 request would fund new recycling internships through the San Francisco Conservation Corps at the following community recycling centers sites:

Center for Marine Conservation \$2,400  
(160 hours at \$15 per hour)

The intern would perform routine office work, answer phones, handle outgoing mail, and interact with clients.

San Francisco Community Recyclers 2,400  
(160 hours at \$15 per hour)

The intern would sort recyclable materials and operate a forklift.

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<u>San Francisco State University</u> (160 hours at \$15 per hour) The intern would perform routine office work and interact with clients.	2,400
<u>Remi Rubel Designs</u> (160 hours at \$15 per hour) Intern would learn how recycled materials can be used for art.	2,400
<u>Haight Ashbury Neighborhood Council</u> (480 hours at \$15 per hour) Three interns would sort and collect recyclable materials.	7,200
<u>Richmond Environmental Action</u> (547 hours at \$15 per hour) Three interns would sort and collect recyclable materials.	8,200
Total	\$25,000

**Comments:**

1. Ms. Shelley Reider of the Solid Waste Management Program advises that the Internship Program for \$25,000, as indicated above, is a new program, and would be used to fund the various internships for an approximate three to nine month period.
2. In addition to the above non-profit community recycling centers, during the past year, the City implemented curbside recycling through the existing garbage service. Ms. Reider states that State Law requires drop-off recycling sites for use by the public. The community recycling centers proposed to receive internship assistance, as specified above, serve as drop-off sites.
3. On February 25, 1991, Supervisor Shelley met with Ms. Debra Newman of the Budget Analyst's Office, Ms. Caroline McCall the Legislative Policy Analyst, Mr. Peter Goldstein of the Mayor's Office and Mr. Joe Johnson and Ms. Shelley Reider of the the Clean Water Program to discuss the implications of the proposed request. As reported above, Mr. Johnson emphasized that the proposed internships would not be funded through the General Fund, but would be funded through the City's Refuse Collection Fees. Mr. Johnson also reported that the proposed \$25,000 of City funds are being used by the Conservation Corps as matching funds for a \$147,500 State Department of Conservation grant that the Conservation Corps recently received for funding additional recycling program internships. According to Mr. Johnson,

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the proposed \$25,000 grant is a demonstration grant only and is not considered to be an ongoing project for the Department.

**Recommendations:** 1. Because the proposed internship program is a new program, approval of the Solid Waste Management Program's request for this \$25,000 program is a policy matter for the Board of Supervisors.

2. If the Board approves the proposed release of funds, continue to reserve the balance of \$45,000 (\$70,000 previously reserved less \$25,000 for proposed request), budgeted for recycling development projects, which is not needed at this time.





Item 26 - File 146-90-76.1

**Note:** This item was continued at the February 27, 1991 Finance Committee meeting.

**Department:** Department of Public Health (DPH),  
Bureau of Epidemiology and Disease Control

**Item:** Release of Reserve

**Amount:** \$5,000

**Description:** The Board of Supervisors previously authorized the DPH to apply for, accept and expend a new State grant (File 146-90-76), totalling \$45,000, to fund the Perinatal Hepatitis B Prevention Program, but reserved \$5,000 for the purchase of computer hardware and software, pending the Electronic Information Processing Steering Committee's (EIPSC) approval. The Perinatal Hepatitis B Prevention Program would use the computer equipment to develop and maintain a database of Hepatitis B carrier mothers in San Francisco. The proposed database would help monitor the progress of the children of the Hepatitis B carrier mothers in the vaccine series.

EIPSC has reviewed DPH's request for computer equipment and has approved the following computer hardware and software, totalling \$5,396 as follows:

Hardware

Compaq 386s/20	\$3,200
Additional MB Floppy Drive	176
EPSON Printer	815
Microsoft Windows	160

Software

dBase IV	425
Multimate	255
Tax	<u>365</u>

Total	\$5,396
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**Comment:** The \$5,396 approved by EIPSC for computer equipment is \$396 more than the \$5,000 put on reserve by the Board of Supervisors. Mr. Carlos Rendon of the DPH reports that the DPH would reduce the \$5,200 budgeted for lab services in the original grant budget by \$396 to fund the additional amount required to purchase the computer equipment. Mr. Rendon further reports that the grantor has given DPH verbal approval to expend these monies, which were originally intended for lab services, on computer equipment.

**Recommendation:** Approve the release of reserve funds in the amount of \$5,000.

Item 27 - File 12-91-4

**Note:** This item was continued from the February 27, 1991 Finance Committee meeting.

1. This item is a hearing to consider the Board of Supervisors endorsement of Senate Bills 1X and 5X relating to sales taxes on newspapers and other currently non-taxed items.

2. The State Board of Equalization administers both State and local sales taxes. San Francisco currently has a total sales tax of seven percent. The tax consists of a State tax of 4.75 percent, the revenues from which are deposited into the State General Fund, and a 1 percent local tax allocated among cities and counties for local general funds. In addition, a .25 percent tax for the State Transportation Development Act Fund (TDA) is allocated to the counties for purposes such as road maintenance and traffic control. San Francisco County also imposes an additional .5 percent sales tax for the County Transportation Authority and a .5 percent sales tax for the Bay Area Rapid Transit (BART) District.

3. Senate Bill 1X would eliminate current exemptions from State and local sales taxes for the following items: leases of motion pictures, custom computer programs, cargo containers, printed sales messages (newspaper shoppers, direct mail brochures), aircraft and watercraft, common fuel carriers, and aircraft common carriers. The State Board of Equalization estimates that Senate Bill 1X would generate between \$194 million to \$992 million, from the State sales tax of 4.75 percent, for the State General Fund in fiscal year 1991-92. The State Board of Equalization also estimates the total State-wide local revenues generated from the 1 percent local sales tax to be between \$49 million and \$217 million. The total State-wide revenues from the .25 percent State TDA fund is estimated to be between \$12 million and \$53 million.

4. The range of estimated revenues from Senate Bill 1X is large because these estimates are based on industry publications, and these estimates are not based on tax returns received by the State Board of Equalization. Estimating the local share of the total estimated revenues can be based upon the State Board of Equalization's estimated taxable sales in San Francisco for fiscal year 1989-90. The State Board of Equalization has estimated that the taxable sales in San Francisco in fiscal year 1989-90 was approximately three percent of the total taxable sales in the State. Assuming San Francisco will continue to receive approximately three percent of the total State-wide local estimated revenues from taxable retail sales, Senate Bill 1X would generate between \$1.5 million to \$3.5 million from the 1 percent local tax for San Francisco's General Fund, and between \$.36 million to \$.87 million in revenues from the .25 percent State TDA Fund. An additional \$.75 million to \$1.8 million in revenues would be generated from the .5 percent sales tax for the County Transportation Authority. The upper range of these estimated revenues for San Francisco are lower than three percent of the upper range of the total State-wide local revenues, because the sale, use or

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lease of aircraft or watercraft was not included in the estimates since San Francisco's share of these revenues is likely to be minimal.

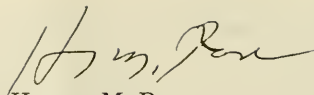
5. Senate Bill 5X would eliminate current exemptions for the following items: candy and confectionery foods, snack food, newspapers, periodicals and printed sales messages (catalogs, letters, circulars, brochures). The State Board of Equalization estimates that Senate Bill 5X would generate approximately \$326.1 million, from the State sales tax of 4.75 percent, for the State General Fund in fiscal year 1991-92. The State Board of Equalization also estimates the total State-wide local revenues generated from the 1 percent local sales tax to be approximately \$68.64 million, and the total State-wide revenues generated from the .25 percent State TDA Fund are estimated to be approximately \$17.16 million.

6. The local impact from the proposed Senate Bill 5X can be projected by again assuming that San Francisco will receive approximately three percent of the total State-wide local estimated revenues generated by the 1 percent local tax, and three percent of the total State-wide revenues generated by the .25 percent State TDA Fund. Additional revenues would be generated from the .5 percent tax for the County Transportation Authority as shown below. A breakdown of these revenue estimates are as follows:

1991-92 Fiscal Year  
Estimated Revenue Projections  
Senate Bill 5X

	San Francisco General Fund (1%)	State TDA Fund (.25%)	County Transportation Authority (.5%)
Senate Bill 5X			
Candy and Confectionery	\$ 631,200	\$ 157,800	\$ 315,600
Snack Food	847,200	211,800	423,600
Newspapers	307,200	76,800	153,600
Periodicals	216,000	54,000	108,000
Printed Sales Messages	<u>57,600</u>	<u>14,400</u>	<u>28,800</u>
Total	\$2,059,200	\$514,800	\$1,029,600

Memo to Finance Committee  
March 6, 1991



Harvey M. Rose

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Britt  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Carol Wilkins  
Ted Lakey

**BOARD OF SUPERVISORS**  
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Public Library  
(Gov't Documents)

~~CALENDAR~~ <sup>ACTUAL</sup> DOCUMENTS DEPT.  
MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO  
MAR 4 9 1991  
SAN FRANCISCO  
PUBLIC LIBRARY

WEDNESDAY, MARCH 13, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI LANDRY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

REGULAR CALENDAR

1. File 97-91-5. [Library Commission Acceptance of Gifts] Ordinance amending Administrative Code by adding Section 10.117-107 thereof, relating to acceptance of gifts by the Library Commission for the construction of additions or enhancements to the New Main Library. (Public Library)

(Consideration continued from 2/27/91)

ACTION: Consideration continued to 3/27/91 (at department's request).

2. File 97-91-2. [Environmental Review Fees] Ordinance amending Administrative Code by adding Section 31.46A, to be operative through December 31, 1993, and amending Section 31.46 to be operative January 1, 1994, concerning fees for environmental review procedures. (Supervisor Ward)

(Consideration continued from 2/27/91)

ACTION: Consideration continued to 3/20/91 (at department's request).

3. File 115-91-1. [Planning Fees] Ordinance amending City Planning Code by adding Article 3.5A, fees, article to be operative through December 31, 1993, to impose new fees and change the amount of fees currently charged relating to Department of City Planning actions including the review of planning authorizations and amending Article 3.5 to be operative January 1, 1994 and by adding new Section 364. (Supervisor Ward)

(Consideration continued from 2/27/91)

ACTION: Consideration continued to 3/20/91 (at department's request).





4. File 97-91-9. [Official Memberships] Ordinance amending Administrative code by amending Section 16.6-9 thereof, to add fourteen organizations to the membership list of the Department of Public Works. (Department of Public Works)

(Consideration continued from 3/6/91)

ACTION: Hearing held. Recommended.

5. File 101-90-69. [Government Funding] Ordinance appropriating \$2,328,354, Public Works, for various capital improvement project. RO #90166. (Controller)

ACTION: Consideration continued to 3/20/91 (at department's request).

6. File 101-90-70. [Government Funding] Ordinance appropriating \$12,984, Tax Collector, for travel; subject of previous budgetary denial. RO #90207. (Controller)

ACTION: Hearing held. Amended to reduce appropriation amount by \$600 to \$12,348 (see new title - on lines 2, 10 and 12, reduce "\$12,984" to "\$12,348").

New Title: "[Government Funding] Ordinance appropriating \$12,348 for travel, Tax Collector, for Fiscal Year 1990-91; subject of previous budgetary denial".

Recommended as amended.

7. File 101-90-71. [Government Funding] Ordinance appropriating \$20,000, Public Health, for other contractual services. RO #90209. (Controller)

ACTION: Hearing held. Recommended.

8. File 101-90-72. [Government Funding] Ordinance appropriating \$232,985, Mayor's Office, for permanent salaries, related mandatory fringe benefits and professional and special services; for the creation of one position (Classification AA04 Employee Relations Assistant); companion measure to File 102-90-14. RO #90205. (Controller)

ACTION: Consideration continued to 3/20/91 (at department's request).

9. File 102-90-14. [Public Employment] Ordinance amending Annual Salary Ordinance, 1990-91, Office of the Mayor, reflecting the addition of one new position (Classifications AA04 Employee Relations Assistant); companion measure to File 101-90-72. (Civil Service Commission)

ACTION: Consideration continued to 3/20/91 (at department's request).



10. File 101-90-73. [Government Funding] Ordinance appropriating \$70,047, District Attorney - Family Support Bureau, for permanent salaries, mandatory fringe benefits, professional services Prop J/CSC, training and fixed charges and rescinding permanent salaries and mandatory fringe benefits, for the creation of one position (Classification 8159 Family Support Investigator III); subject of previous budgetary denial; companion measure to File 102-90-12. RO #90208. (Controller)

ACTION: Hearing held. Amended on page 1, line 2, to reduce "\$70,047" to "\$66,155"; on page 1, line 6, to delete "subject of previous budgetary denial"; on page 1, line 14 to reduce "\$48,718" to "\$44,826"; on page 1, line 18 to reduce "\$43,439" by \$3,892 to "\$39,547"; on page 1, line 21, to reduce "\$70,047" to "\$66,155"; on page 1, line 28 to replace "8159 A Family Support Investigator III" with "8159 L Family Support Investigator III"; and to delete "Section 3" on page 2, lines 1 - 3, which reads "This ordinance is adopted by two-thirds vote of all members of the Board of Supervisors pursuant to Section 6.306 of the Charter. These items were previously requested by budget estimate and denied by the Board of Supervisors." (see new title).

New Title: "[Government Funding] Ordinance appropriating \$66,155 for permanent salaries, mandatory fringe benefits, professional services Prop J/CSC, training and fixed charges and rescinding permanent salaries and mandatory fringe benefits, for the creation of one (1) position, District Attorney - Family Support Bureau for Fiscal Year 1990-91."

Recommended as amended.

11. File 102-90-12. [Public Employment] Ordinance amending Annual Salary Ordinance, 1990-91, District Attorney's Office, reflecting the addition of one position (Classification 8159, Family Investigator III); companion measure to File 101-90-73. (Civil Service Commission)

ACTION: Hearing held. Amended on line 13 to change "8159 A Family Support Investigator III" to "8159 L Family Support Investigator III". Recommended as amended.

12. File 65-91-1. [Lease Modification] Ordinance confirming the approval of the first supplemental agreement in modification of lease to the present 10 year lease with option to extend the term for an addition ten (10) year period for purpose of parking and landscaping by and between City and County of San Francisco, Lessor, and No. 1 NB Partners, Lessee, on San Francisco Water Department land located in Santa Clara County. (Public Utilities Commission)

ACTION: Hearing held. Recommended.

13. File 97-91-13. [Professional Membership] Ordinance amending Administrative Code by adding Section 16.6-60 thereto, to authorize the Department of Animal Care and Control to join certain organizations. (Animal Care and Control Department)

ACTION: Hearing held. Recommended.



14. File 25-91-3. [Contracting Out City Services] Resolution approving the Controller's certification that County Jail food service management operation for the City and County of San Francisco can practically be performed by private contraction at a lower cost for the year commencing July 1, 1991 than if work were performed by City and County employees. (Sheriff)  
  
ACTION: Hearing held. Recommended.
15. File 25-91-4. [Contracting Out City Services] Resolution approving the Controller's certification that the Pretrial Diversion Program for the City and County of San Francisco can practically be performed by private contraction at a lower cost for the year commencing July 1, 1991 than if work were performed by City and County employees. (Sheriff)  
  
ACTION: Hearing held. Recommended.
16. File 25-91-5. [Contracting Out City Services] Resolution approving the Controller's certification that the Eviction Assistance Program for the City and County of San Francisco can practically be performed by private contraction at a lower cost for the year commencing July 1, 1991 than if work were performed by City and County employees. (Sheriff)  
  
ACTION: Hearing held. Recommended.
17. File 31-91-3. [Employee Replacement] Resolution approving immediate filling of vacated position of Classification 4282 - Chief Assistant Assessor, Assessor's Office. (Assessor's Office)  
  
ACTION: Consideration continued to the Call of the Chair.
18. File 47-91-2. [Award of Negotiated Lease] Resolution accepting Harry Leung as lessee of certain commercial space at Moscone Center Garage by negotiated agreement. (Real Estate Department)  
  
ACTION: Hearing held. Recommended.
19. File 82-91-1. [Property Acquisition - Noise Easements] Resolution authorizing the acquisition of four additional noise easements in the City of South San Francisco comprising their Phase V Program. (Airports Commission)  
  
ACTION: Hearing held. Recommended.
20. File 147-91-1. [Grant - Federal Funds] Resolution authorizing the City Librarian to apply for, accept and expend funds not to exceed \$34,530 available from the United States Department of Education for Project Read Outreach Program. (Public Library Commission)  
  
ACTION: Consideration continued to 3/20/91.
21. File 147-91-2. [Grant - Federal Funds] Resolution authorizing the City Librarian to apply for, accept and expend funds not to exceed \$25,477 available from the United States Department of Education for Project Read Outreach Program. (Public Library Commission)  
  
ACTION: Consideration continued to 3/20/91.





22. File 148-91-5. [Grant - Federal Funds] Resolution authorizing the Director of Public Works to apply for, accept and expend \$1,100,000 in Federal funds for the pavement renovation of Balboa Street between Arguello Boulevard and Great Highway. (Department of Public Works)

ACTION: Hearing held. Amended to place \$1,038,400 on reserve (see new title - on line 3, after "highway", add "; placing \$1,038,400 on reserve." - beginning on line 13 add "Further resolved" clause which reads "; and, be it FURTHER RESOLVED, That funds in the amount of \$1,038,400 are hereby placed on reserve pending departmental submission of the identity of the firms it will use for contractual services and MBE/WBE status of those firms, to be released by the Finance Committee."

New Title: "[Grant - Federal Funds] Resolution authorizing the Director of Public Works to apply for, accept and expend \$1,100,000 in Federal Funds for the pavement renovation of Balboa Street between Arguello Boulevard and Great Highway; placing \$1,038,400 on reserve." (see file for departmental signatures)

Recommended as amended.

23. File 101-89-101.3. [Release of Funds] Requesting release of reserved funds, Department of Public Works, in the amount of \$250,000, for the Earthquake Safety Program - Phase 1, Facilities Condition Monitoring Project to proceed. (Department of Public Works)

(Consideration continued from 3/6/91)

ACTION: Hearing held. Release of \$250,000 recommended. Filed.

24. File 101-89-128.3. [Release of Funds] Requesting release of reserved funds, Department of Public Health, in the amount of \$700, for the rental of property for the AB75 Health Education Program. (Department of Public Health)

ACTION: Hearing held. Release of \$700 recommended. Filed.

25. File 51-90-4. [Employee Claims] Transmitting claims of employees, various departments for reimbursement for personal property damaged and/or stolen in the line of duty. (Various Departments)

(10/90 - 12/90)

ACTION: Hearing held. Question divided regarding claims which Controller recommended non-payment. Consideration continued to 3/20/91 (on claims which Controller recommended whole or partial reimbursement).

File 51-90-4.2. [Employee Claims] Transmitting claims of employees, various departments for reimbursement for personal property damaged and/or stolen in the line of duty continued to 3/27/91 (on claims which Controller recommended non-payment).



SPECIAL ORDER - 4:30 P.M.

26. File 100-91-3. Hearing to consider status of projected budget shortfall for the City and County of San Francisco for Fiscal Year 1991-92. (Supervisor Gonzalez)

ACTION: Consideration continued to 3/20/91.



25  
CITY AND COUNTY



OF SAN FRANCISCO

91  
= **BOARD OF SUPERVISORS**

**BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

March 13, 1991

DOCUMENTS DEPT.

TO: Finance Committee

FROM: Budget Analyst - Recommendation

SUBJECT: March 13, 1991 Finance Committee Meeting

MAR 13 1991

SAN FRANCISCO  
PUBLIC LIBRARY

Item 1 - File 97-91-5

**Note:** This item was continued by the Finance Committee at its meeting of February 27, 1991.

**Department:** Public Library

**Item:** Ordinance to amend the Administrative Code by adding Section 10.117-107 to authorize the acceptance of gifts by the Library Commission for the construction of additions or enhancements to the New Main Library.

**Description:** The proposed Section 10.117-107 of the San Francisco Administrative Code, entitled Library Commission Acceptance of Gifts for the New Library, would authorize the Library Commission to accept all gifts, donations, and contributions of money, property and personal services for the construction of additions or enhancements to the New Main Library. A Special Fund would be established for acceptance of the gifts entitled the Library Department Construction Fund. Interest earned from the proposed Special Fund would accrue to the Fund.

In addition, the proposed amendment would authorize the City Librarian, with approval by the Library Commission, to approve expenditures from the Fund for the New Main Library. Such expenditures would include the following:

1. Payment for the construction of additions or enhancements.

2. Payment of architecture and inspection charges to the Department of Public Works (DPW).
3. Payment of fees to outside architects, interior designers, and engineers for design services.
4. Payment for furniture and equipment.

As is presently proposed under this ordinance, the acceptance of all future gifts as well as the expenditure of all cash gifts would be accomplished by the Public Library without the approval of the Board of Supervisors.

Mr. Kenneth Dowlin, City Librarian, reports that, "the proposed amendment was designed by the City Attorney's Office to spare the Board of Supervisors and the Library the labor-intensive submission of each individual gift for acceptance by the Board of Supervisors", regardless of the value of the gift.

**Comments:**

1. The Library Foundation, a nonprofit organization formed to raise additional funds for the New Main Library, is currently embarking on a fund-raising drive to raise \$30 million to augment the \$109 million General Obligation Bond funds, of which \$104.5 million is dedicated to the New Main Library and \$4.5 million is dedicated to renovations to existing branch libraries. San Francisco voters approved these bond funds in 1988. Article 13A Section 1(b) of the California Constitution prohibits the use of such bond monies for furniture, fixtures and equipment. The fund-raising drive would raise funds to purchase these items, to build additions and enhancements to the New Main Library, to pay for DPW architectural and inspection expenses, and to contract with outside architects, interior designers, and engineers for design services.

2. Mr. Dowlin reports that the Library Foundation anticipates raising \$12 million or 40 percent of the \$30 million fund-raising goal by April 1991. The Library Foundation also anticipates the funds will be in the form of large donations.

3. Ms. Kathy Page of the Public Library reports that the proposed Special Fund would not be used to cover potential construction related cost overruns of the New Main Library. Rather, Ms. Page reports that the proposed Special Fund would be spent solely on items and services that are not covered by the bond funds. The bond funds can be spent only on the actual structure of the New Main Library. Special Fund expenditures would consist of the following; furniture,

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**BUDGET ANALYST**

paint, wood paneling, cabinets, carpets, toilets, sinks, tables, chairs, desks, and floor coverings. In addition, bond funds do not cover services required to install and design the interior of the New Main Library. These services would include inspecting items not bought by bond monies or paying an interior design firm to design the interior.

4. Mr. John Madden of the Controller's Office reports that the Controller's Office is currently developing a policy for charging Special Funds for the indirect costs incurred to administer each Fund or alternatively requiring that interest earned from each Fund accrue back to the City to pay for the indirect costs incurred to maintain each Fund. To date, a specific procedure has not been established.

5. As previously stated, under the proposed ordinance, the Board of Supervisors would not have the authority to approve the acceptance of gifts of any value or approve any expenditures from the Special Fund for the New Main Library.

6. Presently, under Section 10.116 of the City's Administrative Code, acceptance of all gifts in excess of \$5,000 must be authorized by the Board of Supervisors. Further, generally, in order to expend monies deposited to a special fund, such expenditures require appropriation approval of the Board of Supervisors. While the Budget Analyst believes that a \$30 million fund-raising drive for the new Main Library is in the best interest of the City, the Budget Analyst believes that the potential expenditure of \$30 million for furniture, carpeting, etc. should be subject to the review and approval of the Board of Supervisors.

7. Mr. Dale Carlson, Public Library Commissioner, requests that the proposed ordinance be continued for two weeks to have time to consider and analyze additional revisions to the proposed legislation.

**Recommendation:** Continue the proposed ordinance for two weeks per the request of the Public Library.





Items 2 and 3 - Files 97-91-2 and 115-91-1

**Note:** These items were continued by the Finance Committee at its meeting of February 27, 1991.

**Department:** City Planning

**Items:** Ordinance amending the San Francisco Administrative Code by adding Section 31.46A thereto, to be operative through December 31, 1993, and by amending Section 31.46 to be operative January 1, 1994, concerning fees for environmental review procedures (File 97-91-2).

Ordinance amending Part II of the San Francisco Municipal Code (City Planning Code) by adding Article 3.5A, "Fees," to be operative through December 31, 1993, to impose new fees and change the amount of fees currently charged relating to Department of City Planning actions including the review of planning authorizations, and amending Article 3.5 to be operative January 1, 1994, and by adding a new Section 364.

**Purpose:** In order to finance the hiring of 16 new permanent positions and three temporary positions through FY 1991-92 for purposes of expediting the permit process, improving other planning services and financing new computer system and system maintenance costs, the proposed legislation would propose new fees, and changes in the amount of fees currently charged. These fees relate to the review and approval processes performed by the Implementation Division of the Department of City Planning, including environmental reviews (File 97-91-2) and the review of planning authorizations (File 115-91-1). Also, surcharges would be imposed for purposes of financing new computer and computer related costs (Files 97-91-2 and 115-91-1).

**Description:** The proposed ordinance (File 97-91-2) would amend the San Francisco Administrative Code by substituting a new set of fees in Section 31.46A, which would introduce new fees and increase existing fees for environmental reviews performed by the Department of City Planning. However, in the absence of positive action by the Board of Supervisors, Section 31.46A would cease to be effective on December 31, 1993, and fees charged for environmental reviews would revert to those currently in existence, as contained in Section 31.46, on January 1, 1994 (sunset clause). Fees for these services performed by the Department of City Planning were last increased in August of 1988. The proposed amendments would add new fees and increase existing fees as shown in Attachment 1.

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The proposed ordinance (File 115-91-1) would amend various sections of the Planning Code by substituting a new set of fees in Section 3.5A, which would introduce new fees and increase existing fees charged for services performed by the Department of City Planning. However, in the absence of positive action by the Board of Supervisors, Section 3.5A would cease to be effective on December 31, 1993, and fees charged for planning services would revert to those currently in existence, as contained in Section 3.5, on January 1, 1994 (sunset clause). Fees for these services performed by the Department of City Planning were last increased in August of 1988. The proposed amendments would add new fees and increase existing fees as shown in Attachment 2.

The Department of City Planning estimates that the proposed fee increases will increase revenues in FY 1991-92 by \$736,435, from \$2,225,000 to \$2,961,435, or by approximately 33.1 percent. Attachment 3 shows the Department's estimate of the effect on revenues of the proposed new fees and fee increases. The Department anticipates that the additional revenues would be used to fund 12 additional permanent staff in order to expedite permit processing, environmental review services, and other services to the public. A listing of those positions is shown below:

- Information Counter Planner	1
- Permit Processing/Records Clerical support	3
- Office of Environmental Review Planners	5
- Landmarks Planner	1
- Conditional Uses Planner	1
- Administrative Support Staff	<u>1</u>
Total	12

Actual and estimated revenues and costs of the Department's Implementation Division operations for FY 1989-90, FY 1990-91, and FY 1991-92 are summarized on the following page:

**Comparison of Revenues  
With Expenditures**

	FY 1989-90 Actual Based <u>on Existing fees</u>	FY 1990-91 Estimated Based <u>on Existing fees</u>	FY 1991-92 Estimated Based <u>on Proposed Fee increases</u>
Fee Revenues	\$2,476,723	\$2,225,000	\$2,961,435
Implementation Division Costs	<u>2,764,362</u>	<u>3,222,456</u>	<u>3,834,440</u>
Excess of Costs over Revenues	(\$247,639)	(\$997,456)	(\$873,005)

As the table above shows, the estimated revenues for FY 1991-92, which take into account these proposed new fees and fee increases, will not cover DCP's estimated costs, which include the 12 new positions for FY 1991-92. The shortfalls are covered by the General Fund. However, the 12 new permanent positions to be requested for expediting permit processing and improving other planning services would be financed by the amount of the new and increased fees being proposed (an estimated increase of \$736,435 for FY 1991-92)

According to Mr. Milt Edelin, Deputy Director of Planning, the additional staffing would enable processing times for applications and reviews to be reduced as follows:

Categorical Exemptions	5 days to 2 days
General Rule Exclusions	2 months to 5 weeks
Negative Declarations	6 months to 4 months
Environmental Impact Reports	12-18 months to 12 months
Variances	5 months to 3 months
Neighborhood Commercial Conditional Uses	3 months to 2 months
Non-Neighborhood Commer- cial Conditional Uses	Reduce average back- log from 50 to 35 cases
Permit processing	10 days to 5 days or less

In addition to the new fee revenues cited above, one-time and ongoing surcharges would be imposed on the new and existing fees charged by the Implementation Division to recover the costs associated with proposed new hardware and software systems. Those systems would be used to

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computerize activities associated with the Department's permit application processes, including updating the property information data base. The surcharge percentages associated with the proposed new computer system would finance the following items:

<u>Description</u>	<u>Cost</u>	<u>Surcharge</u>
Purchase of computer equipment	\$ 67,271 <sup>1</sup>	2.5% (one-time)
Developmental computerization <sup>2</sup>	143,579	5.4% (one-time)
Maintaining computerization system <sup>3</sup>	<u>228,917</u>	<u>8.6% (ongoing)</u>
Total	\$439,767	16.5%

The following three additional positions will be requested through FY 1991-92 for the one-time computerization development tasks.

1 Planner I	Update Block Books
1 Planner III	Rewrite Planning Code
1 Senior Clerk Typist	Planning Code Input

Additionally, four new permanent positions that would be requested to operate and maintain the computerized systems are as shown below:

- 1 Planner IV Urban Systems Analyst
- 1 Data Entry Operator
- 1 Management Information Systems Specialist
- 1 Principal Clerk

Computerization of records and processes would be achieved over a multi-year period. Initial benefits to be gained are:

1. Public access through computers of the rewritten Planning Code.
2. Public access through computers to zoning and parcel information.
3. Public access through computers to status and location of permit applications.

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<sup>1</sup>Additional funds of \$210,660 for other needed computer equipment are budgeted subject to release by the EIPSC.

<sup>2</sup>Three new positions through FY 1991-92

<sup>3</sup>Four new permanent positions

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4. Computer printout summarizing the basic zoning and restrictions for a parcel available to users, applicants and visitors.
5. Computers will automatically calculate basic measurable lot information such as rear yards, averaging, lot areas, and building square footage.

**Comments:**

1. According to Mr. Robert Passmore, Assistant Director for Implementation, Department of City Planning, the sunset clause has been added to the proposed legislation as an accommodation to those community interests that desire a check on whether the Planning Department's processing times and other planned enhanced services are actually realized.
2. The Planning Commission has approved three related supplemental appropriation requests that the Department intends to submit to the Finance Committee separately from this proposed fee legislation. Those supplemental appropriations would request the previously described new positions, new computer equipment, and related costs.
3. The Electronic Information Processing Steering Committee (EIPSC) has reviewed and approved the Department's Three Year Information System Master Plan, which includes the computer equipment associated with this proposed legislation. However, EIPSC has reserved the projects in the System Master Plan subject to the Department returning to EIPSC with additional information.
4. A report titled "Management Audit of the City's Permit Processing System," conducted by the Budget Analyst and issued in October of 1989 contains the following recommendations that relate to the proposed legislation:
  - Adjust existing fees to fully recover the costs of the Implementation Division.
5. A report titled "Management Audit of the Department of City Planning," conducted by the Budget Analyst and issued in December of 1988 contains the following recommendation that relates to the proposed legislation:
  - Initiate action to restore up to a maximum of 12 positions in the Planning Department if, after the implementation of a representative number of the recommendations made in this report, such additional positions can be justified.

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The Department of City Planning has provided documentation to the Budget Analyst reporting that a representative number of the recommendations made in the audit report either have been implemented or are in the process of being implemented.

6. The proposed legislation is concerned with new fees, fee increases and new surcharges. As previously stated, requests by the Department for the new positions, computer equipment, and related costs that would be financed from the additional fee revenues would be the subject of future supplemental appropriation requests. Based on the previous extensive management audit review of the Department of City Planning by the Budget Analyst, it appears that the proposed fee increases, relating to the 12 new positions previously recommended by the Budget Analyst, are justified. Approval of the requested new surcharges appears to be a policy matter for the Board of Supervisors. However, given the fact that this legislation would result in fee increases of approximately 33.1 percent and result in new surcharges, the Budget Analyst believes that a more accurate fiscal review of this fee legislation should be made at the same time that the supplemental appropriation requests for the new positions and related costs are reviewed in order to assure that the fee revenues will fully recover the costs of the 19 new positions and related costs.

7. The Finance Committee adopted various amendments to the proposed legislation at its meeting of February 27, 1991. However, the Committee was advised at that time that the amendments would require approval by the City Planning Commission prior to passage by the Finance Committee. Therefore, the Finance Committee referred the proposed amended legislation to the City Planning Commission.

8. Mr. Milt Edelin, Deputy Director of the Department of City Planning, has advised the Budget Analyst that because of required legal notice, the City Planning Commission cannot hear the proposed amended legislation, which includes a "sunset clause" for new fees and increases to existing fees, until Thursday, March 14, 1991. Therefore, these items should be continued by the Finance Committee.

**Recommendation:** Continue this proposed legislation until the Planning Commission has acted on the proposed amendments and until the Mayor submits the companion legislation, containing a request for new positions and related costs, to the Board of Supervisors.

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<u>Type of Review</u>	<u>Basis of Fee</u>	<u>Examples of Basis Amount</u>	<u>Existing Fee</u>	<u>Proposed Fee</u>	<u>Percentage Change</u>	<u>Remarks</u>
Initial evaluation of a project	Construction Cost	\$10,000	\$ 160	\$300	87.5	
		100,000	313	570	82.1	
		500,000	993	1,560	57.1	
		10,000,000	11,743	19,810	68.7	
		100,000,000	25,743	38,810	50.8	
Environmental Impact Report	Construction cost	150,000	7,000	11,000	57.1	For projects less than \$200,000, the amounts of \$7,000 and \$11,000 are for each 200 staff-hours or fraction thereof.
		950,000	8,125	13,100	61.2	
		15,000,000	20,600	34,090	65.5	
		75,000,000	37,100	54,340	46.5	
		100,000,000	42,100	59,340	41.0	
Letter of Exemption from Environmental Review	Each Letter		0	50		
Monitoring environmental mitigation measures	Each Project		0	Cost of time and materials		

Type of Approval or Review

Basis of Fee	Examples of Basis Amount	Existing Fee	Proposed Fee	Percentage Change	Remarks
Reclassification of Property	Assessor's Block or portion thereof				
		\$ 750	\$1,000	33.3	
		2,750	3,000	9.1	
Conditional Use/ Coastal Zone Permit	Construction cost				
		275	325	18.2	
	\$10,000	1,526	1,807	18.4	
	500,000				
	10,000,000	25,926	30,682	18.3	
	100,000,000	94,426	107,882	14.3	
Variance	Construction cost				
		275	500	81.8	
	10,000				
	500,000	1,526	1,872	22.7	
	10,000,000	25,926	30,872	19.1	
	100,000,000	94,426	108,872	15.3	
Building Permit Review	Construction cost				
		45	60	33.3	
	10,000				
	100,000	180	213	18.3	
	1,000,000	1,530	1,663	8.7	
	10,000,000	11,830	15,063	27.3	
	100,000,000	110,830	132,063	19.2	
Building Demolition	Each application	100	200	100.0	
Sign Application	Each application	50	75	50.0	
Master Plan Referral	Each referral	0	100		
	Administrative				
	Planning Commission Action	0	250		
Monitoring Projects	Each:				
	Conditional User	0	100		\$100 plus time and materials beyond two hours of staff time for monitoring conditions of approval.
	Coastal Zone Permit Variance				

Type of Approval or Review

Type of Approval or Review	Basis of Fee	Examples of Basis Amount	Existing Fee	Proposed Fee	Percentage Change	Remarks
Requests Relating to TDR <sup>1</sup> and Article 11 <sup>2</sup> designated buildings	Construction Cost	Minor	0	0	0.0	
		Less the \$10,000 but not minor	100	200	100.0	
		\$10,000	100	410	310	Fees are in accordance
		20,000	100	438	338.5	with schedule for
		100,000	100	666	566.5	review of conditional use applications.
Designation of Landmark	Each application		0	100		
Amendment or rescission of Landmark	Each application		50	250	400.0	
Certificate of Appropriateness	Construction Cost	9,999	200	200	0	
		10,000	200	410	105.0	
		50,000	200	524	162	Fees are in accordance with schedule for review of conditional use applications.
Discretionary Review	Each application		50	100	100.0	
Letters of Zoning Compliance	Each application	Single family	0	50		
		Projects under 40 feet	0	100		
		Projects over 40 feet	0	250		

<sup>1</sup> Transfer of Development Rights.<sup>2</sup> Article 11 of the Planning Code is concerned with preservation of buildings and districts of architectural, historical and aesthetic importance in the downtown area.



Memo to Finance Committee  
March 13, 1991

Item 4 - File 97-91-9

**Note:** This item was continued by the Finance Committee at its meeting of March 6, 1991.

**Department:** Department of Public Works (DPW)

**Item:** Ordinance to amend the San Francisco Administrative Code by amending Section 16.6-9, Representation of City and County in Certain Organizations - Department of Public Works, to add 14 organizations to the membership list.

**Description:** The proposed ordinance would amend the Administrative Code to authorize membership in the following organizations:

<u>Organization</u>	<u>Annual Membership Fee</u>
American Academy of Environmental Engineers.	\$ 95
American Conference of Governmental Industrial Hygienist.	105
American Industrial Hygiene Association.	310
American Public Health Association.	80
American Society of Safety Engineers.	130
Association for Systems Management.	60
Association for Computer Machinists.	60
Association of Small Systems Users.	60
California Counties Facilities Maintenance Association.	100
COMMON-IBM System User Group.	60
Data Processing Management Association.	60
International Public Works Federation.	150
National Safety Management Society.	40
Society of Public Health Educators.	<u>15</u>
Total Annual Membership Fees	\$1,325

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**Comments:**

1. DPW indicates that it has had continuing membership in the 14 organizations listed but inadvertently has not previously requested the Board of Supervisors to amend the Administrative Code to include these organizations.

2. The Administrative Code currently lists 56 organizations in which representation by DPW is authorized. The following DPW controlled funds contain budget allocations for Object 144, Membership Dues, for FY 1990-91 as shown below:

<u>Fund</u>	<u>Amount Budgeted</u>
Clean Water Operating Fund	\$10,895
DPW Admin. Overhead Fund	5,840
DPW Bureau Overhead Fund	19,363
BBI Fund	265
Special Gas Tax Street Improvement Fund	<u>68</u>
	\$36,431

3. Funding for membership fees in the 14 additional organizations is already included in DPW's 1990-91 budget as reflected above. Therefore, no additional funds are being requested.

4. During the FY 1990-91 budget process, the Board of Supervisors reduced funds for membership fees for General Fund departments by 71.56 percent. Of the fund budgets for membership fees shown in comment two above, the only reduction was to the Special Gas Tax Street Improvement Fund, which was reduced from \$240 to \$68.

5. The Mayor's Office, the Controller, and the Budget Analyst recently issued a report projecting a shortfall of up to \$158.3 million for the FY 1991-92 budget.

6. As requested by the Finance Committee, it should be noted that since the current Finance Committee began hearings on January 16, 1991, the only supplemental appropriation ordinance for travel, training and/or membership dues that has been approved by this Finance Committee was \$476 for the Recorder's Office to pay for the annual membership dues in the County Recorder's Association of California.

**Recommendation:** Approval of the proposed resolution is a policy matter for the Board of Supervisors.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
March 13, 1991

Item 5 - File 101-90-69

**Department:** Department of Public Works (DPW)

**Item:** Supplemental Appropriation for various Capital Improvement Projects for the Department of Public Works.

**Amount:** \$2,328,354

**Source of Funds:**

1987 Street Improvement Bond Funds	\$1,800,000
Interest earned on State monies from	
Senate Bill No. 300 (Street Reconstruction)	<u>528,354</u>
Total	\$2,328,354

**Description:** The proposed supplemental appropriation would be used to fund the estimated construction costs of three pavement renovation projects as follows:

Project  
Order No.

6424E - Alta St., east end to Montgomery St. Missouri St., 22nd St. to Sierra St. Montgomery St., Union St. to Greenwich St. Ridgewood Ave., Joost Ave. to Mangels Ave. 22nd St., Hoffman Ave. to Worth St.	\$1,348,354
6453E - Mission St., Duboce Ave. to Army St.	500,000
6506E - San Bruno Ave., Hale St. to Somerset St.	<u>480,000</u>
Total	\$2,328,354

**Comments:**

1. The DPW reports that 1987 Street Improvement Bond Fund monies were previously utilized to pay for the planning and design of the three proposed pavement renovation projects. Mr. Joe Ovadia of the DPW reports that the planning and design work is completed on Project Order 6424E, and the Department issued an Invitation for Bid for the necessary construction work on February 9, 1991. In response to the Invitation for Bid, the DPW received six written bids for the project on March 6, 1991. DPW's award of the construction contract is pending the review of the three lowest bids, by the Human Rights Commission. Mr. Ovadia advises that the Department has not, as yet, issued an Invitation for Bid for Project Orders 6453E and 6506E.

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2. Since DPW has not, as yet, selected contractors to perform the necessary construction work for the three proposed pavement renovation projects, the estimated construction costs for these projects, as noted above, does not reflect actual bid amounts for the respective projects. In addition, the Department is unable to provide the MBE/WBE status of the contractors.

3. Mr. Ovadia reports that the DPW has requested that the proposed ordinance be continued to the Finance Committee meeting on March 20, 1991, in order to provide additional time for HRC to complete its review of the three lowest bids for Project Order 6424E and for DPW to award the contract for this project.

**Recommendation:** Continue the proposed ordinance as requested by DPW.

Item 6 - File 101-90-70

**Department:** Tax Collector

**Item:** Supplemental Appropriation Ordinance appropriating funds for travel, which were previously denied.

**Amount:** \$12,984

**Source of Funds:** General Fund - General Reserve

**Description:** The proposed supplemental appropriation would provide travel funds for six auditors in the Office of the Tax Collector to travel to Chicago and New York City for the purpose of conducting audits for a total period of approximately 14 days. The audits would be conducted on companies that do business in San Francisco, are headquartered in Chicago or New York City, and are subject to San Francisco's business taxes. The purpose of the audits would be to determine if the companies have correctly reported their liabilities for the City's Gross Receipts Tax and Payroll Tax and to determine whether any deficiency amounts are due to the City.

According to Mr. Thad Brown, City Tax Collector, similar audits of the type described above were conducted in Los Angeles and in San Diego during FY 1989-90. As reported, those audits resulted in deficiency billings of \$164,547 due to the City. Mr. Brown states that Chicago and New York City have been selected at this time because the headquarters of most major corporations doing business in San Francisco are located in Chicago and New York City.

Based on prior experience, Mr. Brown estimates that in excess of \$250,000 in deficiency billings will be identified as a result of the proposed audits. Monies collected from deficiency billings would accrue to the General Fund.

The travel expenses that would be incurred for the audit program are detailed below:

**BOARD OF SUPERVISORS**  
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	<u>Cost Per Person</u>
Airfare	\$ 500
Hotels	1,300
Car rental	200
Meals, miscellaneous expenses	<u>500</u>
Total per Person	\$2,500
 Total for (6) persons	 x 6
 Total funds needed	 \$15,000
Total funds available in 1990-91 budget	<u>2,016</u>
 Total funds requested	 \$12,984

**Comments:**

1. The Board of Supervisors reduced the travel budgets of General Fund departments during the FY 1990-91 budget process by 71.56 percent. As a result, the Tax Collector's travel budget was reduced by \$5,084 from \$7,100 to \$2,016. The Tax Collector is now requesting a total FY 1990-91 travel budget of \$15,000, an increase of \$7,900 more than the Department's original \$7,100 travel budget. This additional increase of \$7,900 plus the reinstatement of the Board of Supervisor's reduction of \$5,084 results in the total proposed request of \$12,984.
2. Based on the Tax Collector's representations regarding his prior audit experience of companies doing business in San Francisco but headquartered outside of the State, it is estimated that the revenues to be generated from such audits would significantly exceed the costs of the audits, including the requested travel expenses. The Tax Collector reports that, as of the writing of this report, the City has actually collected \$156,951.38 as a result of the audits, of out-of-State companies, that were conducted in FY 1989-90. According to Mr. Richard Sullivan of the Tax Collector's Office, the Department did not include in its FY 1990-91 budget request travel funds to fully finance the proposed trips because it did not at that time have information on the extent of the tax deficiencies that could be recovered.
3. Based on inquiries of the Budget Analyst, according to Ms. Gail Friedlander of the Tax Collector's Office, the use of taxicabs in Chicago and New York City, at a cost of approximately \$100 per person, should be substituted for the car rental request of \$200 per person. Thus, the total funds requested should be reduced by \$600 from \$12,984 to \$12,384.

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4. Because the Tax Collector's budget for travel was reduced during the FY 1990-91 budget process, approval of this request for travel funds requires a two-thirds affirmative vote by the Board of Supervisors.

**Recommendations:** 1. Amend the proposed ordinance by reducing the requested amount of \$12,984 by \$600 to \$12,384.

2. Based on the estimated financial gain to the City from the requested travel expense monies, approve the proposed ordinance as amended.

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Item 7 - File 101-90-71

**Department:** Department of Public Health (DPH),  
Central Office

**Item:** Supplemental Appropriation Ordinance for contractual  
services for DPH

**Amount:** \$20,000

**Source of Funds:** Chronic Fatigue Immune Dysfunction General Fund  
Reserve Established in the 1990-91 budget

**Description:** During the 1990-91 budget process, the Board of Supervisors placed \$20,000 on reserve to augment Chronic Fatigue Immune Dysfunction Syndrome (CFIDS) services. CFIDS is an immune system disorder in which the body is unable to work efficiently to control common viral infections. The DPH currently contracts with the San Francisco Women's Center, Chronic Fatigue Immune Dysfunction Syndrome Foundation for the provision of information and referral services related to CFIDS. These services are targeted towards low income adults who are themselves suffering from CFIDS or who have children who are affected by CFIDS. The San Francisco Women's Center, CFIDS Foundation distributes an average of 297 information packets per month and makes an average of 303 telephone referrals per month. The goal of the information and referral services is to provide updated medical information about CFIDS and to refer individuals to appropriate medical and social services.

The City presently has a contract with the San Francisco Women's Center, CFIDS Foundation in the amount of \$40,000 for the period June 18, 1990 through June 30, 1991. The source of the \$40,000 is General Fund monies. Of the \$40,000, \$3,359 was expended between June 18 and June 30 of 1990, \$20,000 was budgeted in DPH's 1990-91 budget, and \$16,641 was unexpended DPH funds carried forward from 1989-90. The \$16,641 which was carried forward, was not expended in 1989-90, due to administrative delays on the part of the DPH which resulted in San Francisco Women's Center, CFIDS Foundation not receiving any funding under their 1989-90 contract with the City until June 18, 1990. The proposed supplemental appropriation would augment the 1990-91 contract amount by an additional \$20,000 as follows:

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	<u>Current Contract Amount</u>	<u>Proposed Augmentation</u>	<u>Total</u>
<u>Personnel</u>			
Project Coordinator	\$20,000	0	\$20,000
Health Education	<u>9,900</u>	<u>\$4,975</u>	<u>14,875</u>
Subtotal	\$29,900	\$4,975	\$34,875
<u>Operating Expenses</u>			
Rent	\$5,704	0	\$ 5,704
Telephone	550	1,800	2,350
Printing	0	3,600	3,600
Office Supplies	400	1,025	1,425
Postage	0	4,600	4,600
Desks	446	0	446
Insurance	<u>1,000</u>	<u>0</u>	<u>1,000</u>
Subtotal	\$8,100	\$11,025	\$19,125
<u>Indirect Costs</u>	<u>\$2,000</u>	<u>\$4,000</u>	<u>\$6,000</u>
Total	\$40,000	\$20,000	\$60,000

**Comments:**

1. As of the writing of this report, the DPH was unable to provide background information on why the \$20,000 was placed on reserve for the San Francisco Women's Center, CFIDS Foundation.
2. Mr. Howard Krause of the DPH reports that the Department initially submitted the request for the release of these reserve funds to the Health Commission in November 1990. According to Mr. Krause, this request is being submitted to the Board of Supervisors at this time due to DPH administrative delays. Mr. Krause advises that although the proposed \$20,000 supplemental appropriation has not been approved by the Board of Supervisors, the San Francisco Women's Center, CFIDS Foundation has been billing the City at a higher rate based on being reimbursed a total of \$60,000 for the period June 18, 1990 through June 30, 1991, rather than at the approved level of \$40,000. According to Mr. Krause, the DPH paid the San Francisco Women's Center, CFIDS Foundation at the higher rate, which has resulted in the program being paid the entire \$40,000 available under the contract, as of February, 1991. Mr. Krause adds that although DPH paid the San Francisco Women's Center, CFIDS Foundation at the higher rate, the program was notified in December of 1990 that their contract had only been approved for \$40,000 and that the \$20,000 on reserve was still subject to approval.

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3. The San Francisco Women's Center, CFIDS Foundation is proposing to charge the City ten percent or \$6,000, of the overall allocation of \$60,000 for indirect costs. As noted above, \$2,000 of the proposed \$6,000 in indirect costs is included in the current contract amount, with the remaining \$4,000 to be included in the proposed \$20,000 augmentation amount.

4. Mr. Krause advises that the Department has included \$40,000 in its 1991-92 departmental budget request to continue funding the San Francisco Women's Center, CFIDS Foundation at the current contract level.

5. The recent report of the Mayor's Office, the Controller and the Budget Analyst projected a shortfall of up to \$158.3 million in the City's budget for FY 1991-92.

6. Given that the Department is budgeting funds for continuation of this contract in next year's (FY 1991-92) budget at the current \$40,000 contract level, and not at the proposed higher \$60,000 contract level, and that the City is facing an up to \$158.3 million shortfall, we consider approval of the proposed ordinance, which would provide \$20,000 of additional funding for the San Francisco Women's Center, CFIDS Foundation, to be a policy matter for the Board of Supervisors.

**Recommendation:** Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

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Items 8 and 9 - File 101-90-72 and 102-90-14

**Department:** Office of the Mayor - Employee Relations Division (ERD)

**Item:** Item 7 (File 101-90-72) is an ordinance appropriating \$232,985 for permanent salaries - miscellaneous, related mandatory fringe benefits and for professional and special services for the creation of one new Civil Service position.

Item 8 (File 102-90-14) is the companion ordinance amending the Annual Salary Ordinance which reflects the creation of the new Civil Service position.

**Amount:** \$232,985

**Source of Funds:** General Fund - General Reserve

**Description:** This supplemental appropriation is a request by the Mayor's Office for additional staffing and contractual authority to provide the Employee Relations Division with resources to implement the provisions of Proposition D, Police and Fire Bargaining and Arbitration. Proposition D, approved by the City's electorate in the November 1990 election, requires the City and safety officer organizations (police officer, firefighters and airport police) to negotiate, through collective bargaining procedures, wages, hours, benefits and working conditions ("terms of employment"). The provisions of Proposition D override any conflicting Charter provision, ordinance or departmental rule except for certain provisions of the Retirement System.

Responsibility for employee relations resided in the Board of Supervisors until December of 1988, when the function was transferred to the Mayor's Office. The firm of Leibert, Cassidy & Frierson had been retained by the Board of Supervisors to operate the City's Employee Relations Division while it was the responsibility of the Board. Following transfer of the function to the Mayor's Office, the firm has been on retainer, in the amount of \$2,500 per month, to provide advice and training to personnel assigned to the Employee Relations Division.

This supplemental request is to provide funds for retaining the firm of Leibert, Cassidy & Frierson to perform the collective bargaining tasks required by Proposition D. The Mayor's Office is requesting to engage Leibert, Cassidy & Frierson on a sole source basis because of the firm's experience with the City and with the firm's collective bargaining experience in a binding interest arbitration environment in other Bay Area localities.

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Leibert, Cassidy & Frierson is neither an MBE nor a WBE firm. As of the writing of this report, the Human Rights Commission (HRC) had not yet advised the Budget Analyst regarding HRC's approval for the sole source engagement of Leibert, Cassidy & Frierson. According to Mr. Jeff Sloan of Leibert, Cassidy & Frierson, the rates that would pertain to the subject engagement are as follows:

<u>Position</u>	<u>Hourly Rates</u>
Paralegal	\$75
Associate	\$125 - 175
Partner	\$185 - 195

Mr. Sloan has informed the Budget Analyst that he estimates that the cost of the engagement for the legal services through June of 1991 would be approximately \$150,000. However, Mr Sloan states that various factors, such as the number of bargaining units involved, the number of issues presented to the City as bargaining matters, whether arbitration is required, the number of issues that could require arbitration, and the level of attorneys assigned should arbitration be necessary, make it difficult to estimate the hours and levels of expertise that will be required.

In addition to the funding request for contractual services, the Mayor's Office is requesting \$9,632 to fund one new permanent position, an Employee Relations Assistant, for the balance of Fiscal Year 1990-91, commencing on March 25, 1991. According to the Mayor's Office, the proposed new position would be used to facilitate the wide range of research that will be necessary to present a competent case to arbitrators.

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The Mayor's Office proposes the following amendments to the Annual Salary Ordinance:

<u>Add</u>	<u>Position</u>	<u>Salary Range</u>	<u>Annual Salary at Step One</u>	<u>Annual Salary at Step Five</u>
1	AA04 Employee Relations Assistant	\$1,355 - \$1,642	\$35,366	\$42,856

ERD has provided the following budget of the proposed supplemental appropriation, which covers the period March 1, 1991 through June 30, 1991:

Permanent Salaries - Misc.

AA04 Employee Relations Assistant (7.0 pay-periods)	\$9,485
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Mandatory Fringe Benefits:

Social Security-MediCal	138
Unemployment	<u>9</u>

Subtotal - Personnel	\$9,632
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Contractual Services	<u>223,353</u>
Total request	\$232,985

**Comments:**

1. Ms. Violeta Mosuela of the Clerk of the Board of Supervisors Office reports that total expenditures by the Board of Supervisors for the employee relations function in FY 1987-88 were \$178,998.

2. In FY 1988-89, the Board of Supervisors contracted with the firm of Liebert, Cassidy & Frierson on a retainer basis of \$15,028 per month. A total of \$75,140 was expended by the Board of Supervisors in the first five months of FY 1988-89 between July 1 and November 30, 1988 (five x \$15,028 per month) for employee relations activities. According to Ms. Mosuela, a total of \$105,196 was transferred from the Board of Supervisors budget to the Mayor's budget upon transfer of responsibility for the employee relations function on December 1, 1988. The \$105,196 represented the remaining funds allocated in the Board of Supervisors FY 1988-89 budget (seven months x \$15,028 per month) for the period December 1, 1988 through June 30, 1989.

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3. Commencing on approximately December 1, 1988, the Mayor's Office received approval to increase the monthly retainer of Liebert, Cassidy & Frierson by \$13,972 per month from \$15,028 per month to \$29,000 per month, based on a significant increase in work required during the seven month period to negotiate over 36 new Memoranda Of Understanding (MOUs). Therefore, the total amount expended in FY 1988-89 for employee relations contractual duties was approximately \$278,140, \$75,140 in costs incurred under the Board of Supervisors and \$203,000 ( \$29,000 per month x seven months) in costs incurred by the Mayor's Office.

4. According to Mr. Claude Everhart, Deputy Mayor for Operations, ERD's current FY 1990-91 budget is as follows:

*Permanent Salaries	\$268,929
Mandatory Fringes	34,349
Professional Services	30,000**
Other Contractual Services	5,000
Travel	994
Training	426
Other Services	700
Telephone	6,500
Materials & Supplies	3,500
Rental of Property	<u>35,172</u>
Total	<u>\$385,570</u>

\*Includes the following positions:

- 1 1283 Director, Employee Relations
- 2 A112 Principal Employee Relations Representative
- 1 A113 Employee Relations Representative
- 1 1446 Secretary II
- 1 9788 Assistant to the Mayor IV

\*\*\$2,500 per month to Liebert, Cassidy & Frierson. As reflected above, ERD's current budget of \$385,570 represents approximately a 39 percent increase over the employee relations costs in FY 1988-89.

5. According to Ms. Maggie Jacobsen, Director of Employee Relations, the collective bargaining tasks required by Proposition D cannot be accomplished by existing ERD staff because of the legal expertise needed in arbitration and the experience needed in working with the City's organizations. Ms. Jacobsen states that the ERD has various new employees and that it is her expectation that the ERD staff would not be able to assume such arbitration responsibilities until next year. However, it should be noted that the

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proposed increase of \$232,985 reflects an additional 60 percent increase over the ERD's existing budget for FY 1990-91. As noted above, the proposed source of funding is the General Fund.

6. Ms. Jacobsen reports that in addition to the \$150,000 requested for legal services, there is a need for other contractual services in the amount of \$73,353, which results in total contractual services of \$223,353. However, the details of the additional \$73,353 in contractual services has not, as yet, been provided to the Budget Analyst.

7. The Budget Analyst, Controller and the Mayor's Office recently projected a shortfall of up to \$158.3 million for the FY 1991-92 budget. Because of the projected shortfall, the Budget Analyst believes that the proposed ordinance, costing an additional amount of General Fund monies of \$232,353 for increased ERD costs for the remainder of FY 1990-91, and which would result in the creation of one new position, is a policy matter for the Board of Supervisors.

**Recommendation:** Continue this legislation pending approval by the Human Rights Commission of the sole source contracting request and pending submission of additional budget details pertaining to this request.

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Items 10 and 11 - Files 101-90-73 and 102-90-12

**Department:** District Attorney, Family Support Bureau (FSB)

**Item:** Item (File 101-90-73) is an ordinance appropriating \$70,047 for permanent salaries - miscellaneous, related mandatory fringe benefits, Professional Services Prop J/CSC, training and fixed charges and rescinding permanent salaries and mandatory fringe benefits for the creation of one position; subject of a previous budgetary denial.

Item 8 (File 102-90-12) is the companion ordinance amending the Annual Salary Ordinance which reflects the creation of one new Civil Service position.

**Amount:** \$70,047

**Source of Funds:** General Fund General Reserve

**Description:** The Family Support Bureau (FSB) of the District Attorney's Office is requesting funding to pay for increased contract costs related to serving of legal documents, the creation of an audit position to perform program compliance audits pursuant to new State law, training of the new auditor position, and unrecoverable accounts receivables.

The FSB proposes the following amendment to the Annual Salary Ordinance:

<u>Add</u>	<u>Position</u>	<u>Salary Range</u>	<u>Annual Salary at Top Step</u>
1	8159A Family Support Investigator III	\$1,520 - \$1,844	\$48,128

According to the FSB, State Assembly Bill 1033, enacted in 1990, requires the FSB to perform program compliance audits under the review of the State Department of Social Services as part of a two-year program to gather performance data on child support collection. Depending on the findings, these audits would result in either the State payment or State withholding of child support collection incentives to the FSB. The FSB plans to use a Family Support Investigator III position as an auditor to perform these required audits.

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FSB has advised that the Department has sufficient funds existing in its budget for permanent salaries to cover the estimated costs for the Family Support Investigator III for the remainder of FY 1990-91. Therefore, FSB has not requested additional funding for this position. FSB further reports that, beginning in 1991-92, the position would be fully funded by the State and Federal Governments.

FSB has provided the following budget of the proposed supplemental appropriation, which covers the period April 1, 1991 through June 30, 1991:

Permanent Salaries (See Comment No. 1, below)	
8159A Family Support Investigator III	\$11,414
Upward reclassification of three 8176 Trial Attorney positions to three 8178 Senior Trial Attorney positions	<u>\$5,102</u>
Subtotal Permanent Salaries	\$16,516
Corresponding Mandatory Fringe Benefits (See Comment No. 1, below)	<u>4,813</u>
Subtotal Salaries and Fringe Benefits	\$21,329
Professional Services Prop J/CSC	43,439
Funding would increase the amount of the existing contract to pay for a greater number of legal support filings, which require serving of legal papers to the defendants. The contract is with ABC Legal Services. The present contract amount is \$65,563 and will be increased to \$109,002.	
Training	475
Funding would provide for a one-week training course, conducted by the State, for the new auditor position.	

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Fixed Charges

4,804

These funds would be used to pay for accounts receivables that the FSB has requested be written off as uncollectable. FSB reports that in three legal support cases, the Bureau attempted to recover tax intercept funds mistakenly paid to the custodial parent, but has been unsuccessful. The fourth case involved the theft of funds by a minor employed in a City summer youth program. Although FSB secured restitution in the Court's sentencing of the minor, the restitution has remained unpaid for the past three years.

Total Supplemental Request

\$70,047

Comments:

1. The FSB has requested an upward reclassification of three 8176 Trial Attorney positions to three 8178 Senior Trial Attorney positions as well as the new auditor position. The FSB proposes to reappropriate existing budgeted funds for permanent salaries and mandatory fringe benefits totalling \$21,329 to pay for the upward reclassifications as well as the new auditor position through the remainder of FY 1990-91. Civil Service staff previously approved the proposed reclassifications, but the Mayor's Office denied the request during Phase B of the 1990-91 budget process. The Mayor's Office has recommended denial of the upward reclassifications and has advised the Budget Analyst that the the proposed reappropriation of funds for permanent salaries and mandatory fringe benefits were inadvertently included in the legislation and are clerical errors. Therefore, the proposed legislation should be amended to delete lines 16 and 17 of the ordinance (File 101-90-73) and reduce the total requested supplemental appropriation from \$70,047 to \$48,718.

2. Because the proposed reclassification of the 8176 Trial Attorney positions was the subject of a previous budgetary denial, the proposed supplemental appropriation request would normally require a two-thirds approval of the Board of Supervisors. However, because the Mayor's Office recommended denial of the reclassifications as noted in Comment No. 1, above, Section 3 of the ordinance (File 101-90-73) relating to the two-thirds approval by the Board of Supervisors should be deleted.

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3. FSB advises that the State and Federal Governments will fund the proposed new 8159 Family Support Investigator position through Fiscal Year 1992-93, a period of two years. After FY 1992-93, the auditing program would end. Therefore, the position classification code for the Family Support Investigator III position should be changed to limit the tenure of the position as follows:

	<u>FROM</u>	<u>TO</u>
Family Support Investigator III	8159 <u>A</u>	8159 <u>L</u>

4. The FSB has requested additional funding for legal process services. FSB contracts with ABC Legal Services to serve legal papers to defendants in paternity and child support cases. In the 1990-91 budget, the Bureau allocated \$65,563 for the contract. Based on actual expenditures through the end of January (seven months expenditures), the Budget Analyst has projected total FY 1990-91 expenditures for legal process services as follows:

FY 1990-91 Budgeted Amount	\$65,563
Actual expenditures through January	<u>57,610</u>
Budgeted funds remaining	7,953
Estimated expenditures for remaining five months based on expected caseloads provided by Department	<u>47,500</u>
Projected shortfall	(\$39,547)
Amount of request for contract	\$43,439
Excess funds not needed for appropriation	\$3,892

Based on the above calculations, the proposed supplemental appropriation ordinance (File 101-90-73) should be reduced by \$3,892 at line 18 from \$43,439 to \$39,547, and the total of \$48,718, as recommended in Comment No. 1 above, should be further reduced to \$44,826.

5. According to Ms. Edwina Young of FSB, the Bureau presently receives partial reimbursement from the State for the cost of serving legal papers. FSB currently receives 66% of the direct cost of serving legal papers and approximately 2% for indirect costs for a total of 68%. Based on a total reimbursement rate of approximately 68%, the City would be reimbursed by the State for approximately \$26,892 of the

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Budget Analyst's recommended appropriation of \$39,547 for legal process services.

**Recommendations:** Amend the proposed supplemental appropriation ordinance (File 101-90-73) to:

1. Delete lines 16 and 17 and reduce the total from \$70,047 to \$48,718, as noted in Comment No. 1.
2. Delete Section 3 relating to two-thirds Board of Supervisors approval pursuant to Charter Section 6.306.
3. Reduce the amount of \$43,439 on Line 18 by \$3,892 to \$39,547, and reduce the recommended total of \$48,718 to \$44,826, as noted in Comment No. 4.
4. Approve the supplemental appropriation ordinance as amended.

Amend the proposed amendment to the Annual Salary Ordinance (File 102-90-12) by changing the classification code of the 8159 Family Support Investigator III from A to L, as noted in Comment No. 3. Approve the amendment to the Annual Salary Ordinance as amended.

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Item 12 - File 65-91-1

**Department:** San Francisco Water Department

**Item:** Ordinance confirming the approval of the first supplemental agreement in modification of the lease to the present 10-year lease with an option to extend the term for an additional ten (10) year period for purpose of parking and landscaping by and between the City and County of San Francisco, Lessor, and No. 1 NB Partners, Lessee, on San Francisco Water Department land located in Santa Clara County

**Location:** Santa Clara County, Parcels 158 and 159, located over Bay Division Pipeline Nos. 3 and 4.

**Purpose of Lease:** Present lease authorizes lessee to use land for parking and landscaping.

**Lessor:** City and County of San Francisco

**No. of Acres and Cost per Month:** The leased land encompasses approximately 0.85 acres, at a lease rental of \$1,000 per month.

**Annual Cost:** \$12,000

**Utilities and Janitor Services Provided by Lessor:** Not Applicable

**Term of Lease:** Present lease is effective from January 1, 1990 through December 31, 1999

**Right of Renewal:** Present lease contains one option by lessee to extend the term for another ten years.

**Description:** Presently, No. 1 NB Partners owns a commercial development, consisting of a delicatessen and an office supplies store, on property adjacent to the leased Water Department property. No. 1 NB Partners leases the Water Department Property to provide public parking for the two adjacent business operations. No. 1 NB Partners pays rent on a monthly basis to the Water Department of \$1,000, or \$12,000 per year.

To establish the commercial development, No. 1 NB Partners secured a construction loan to build the buildings. No. 1 NB Partners is presently in the process of selling the commercial development to another party. The buyer proposes to obtain a mortgage loan to finance the purchase. As part of the sale,

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No. 1 NB Partners would assign the lease rights for the Water Department property to the new owner of the commercial development.

The City Attorney's Office advises that the Water Department may approve the assignment of the lease rights by No. 1 NB Partners to the new commercial development owners without approval of the Board of Supervisors, since the assignment of lease rights would not change the terms and conditions of the lease.

The Water Department reports that, because the Water Department lease is essential to the operation of the businesses (lease provides for public parking), and because the commercial development would be encumbered by a mortgage loan on the buildings and property, the lender of the mortgage loan has requested inclusion of a cure by lender clause in the current lease agreement. The cure by lender clause would allow the lender of the loan the opportunity to "cure" any defaults on monthly lease payments by the new lessee to the Water Department.

The proposed ordinance would confirm the approval of such a clause. The cure by lender clause would:

1. Allow the lessee to assign or pledge its lease rights to the lender as a condition for the loan, upon consent of the Water Department;
2. In the event of a default on the lease payments by the lessee, allow the lender 60 days to remedy the default by arranging for lease payments by the lessee, or by making payments directly.

If the lender forecloses on the loan to No. 1 NB Partners, the lender would then become responsible for making lease payments to the Water Department.

**Comments:**

1. The proposed lease amendment will not expand the City and County's liability for any potential business losses resulting from the operation of the delicatessen and the office supplies store by the lessee, and is guaranteed all lease payments.
2. The lease with the Water Department also requires a deposit of six months rent to cover any rental payment deficiencies and to guarantee the restoration of the land back to its original condition once the lease expires. No. 1 NB Partners deposited the necessary six months rent with the

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Water Department prior to the commencement of the original lease, which began on January 1, 1990.

3. The cure by lender clause, which is the subject of this ordinance, would allow the lender to intervene and "cure" the default in lease payments to the Water Department, in the event the lessee defaults on the payment of lease rental fees.

4. To date, No. 1 NB Partners has not defaulted on the monthly payments to the Water Department.

5. The Water Department advised the Budget Analyst that, according to No. 1 NB Partners, the commercial development is not earning sufficient income, and No. 1 NB Partners intends to sell the commercial development. The Water Department also advises that, in the process of selling their commercial development, No. 1 NB Partners would assign their lease rights to the Water Department property to the new owner. The new owner would, in turn, be subject to the terms and conditions of the present lease, including the proposed cure by lender clause.

6. The proposed amendment to the original lease agreement would become effective 30 days after approval of the ordinance by the Board of Supervisors and the Mayor.

**Recommendation:** Approve the proposed ordinance.



Item 13 - File 97-91-13

**Department:** Department of Animal Care and Control

**Item:** Ordinance to amend the San Francisco Administrative Code by amending Section 16.6-60, to authorize the Department of Animal Care and Control to join certain organizations.

**Description:** The proposed ordinance would amend the Administrative Code to authorize membership in the following organizations:

<u>Department of Animal Care and Control</u>	<u>Annual Membership Fee</u>
San Francisco Veterinary Medical Association	\$150
California Veterinary Medical Association	140
California Animal Control Director's Association	105
American Veterinary Medical Association	100
National Animal Control Association	100
Society of Animal Welfare Administrators	70
American Association of Zoological Parks and Aquariums	30
American Humane Association	25
Fund for Animals	20
Humane Society of the United States	<u>10</u>
Total	\$750

**Comments:**

1. Annual membership fees for the ten new organizations listed above total \$750. The Department of Animal Care and Control requested \$1,000 in their membership budget for 1990-91. However, the Board of Supervisors approved a 71.56 percent reduction in all membership budgets funded with General Fund revenues City-wide. As a result, the actual amount appropriated to the Department's membership account amounted to \$284. However, the Board of Supervisors restored \$216 of the amount budgeted for membership fee (File 101-90-30) for a FY 1990-91 total of \$500. Mr. Carl Friedman, Director of the Department of Animal Care and Control, indicates that the funding for the proposed membership fees will be requested as part of the Department's 1991-92 fiscal year budget. However, approval of the proposed legislation to amend the Administrative Code is needed in addition to the funding which will be requested.
2. According to Mr. Friedman, it is vital that this Department maintain active membership in these relevant organizations. Membership in these organizations entitles this Department to various professional journals, trainings

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and workshops, necessary husbandry developments regarding the care of exotic/wild and domestic animals, and various current controversial issues including pending and new legislation, lawsuits against other organizations, and new techniques and equipment used in the animal care and control field.

3. The Mayor's Office, the Controller, and the Budget Analyst recently issued a report projecting a shortfall of up to \$158.3 million for the FY 1991-92 budget.

**Recommendation:** Approval of the proposed ordinance is a policy matter for the Board of Supervisors.



Item 14 - File 25-91-3

**Department:** Sheriff

**Proposed Action:** Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

**Services to be Performed:** Food Service Management Operation at the County Jail Facilities

**Description:** The Controller has determined that contracting for these food services in fiscal year 1991-92 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operated Service Costs</u>		
Salaries	\$313,305	\$378,904
Fringe Benefits	<u>86,699</u>	<u>101,295</u>
Total	\$400,004	\$480,199
<u>Contracted Service Cost</u>	<u>303,416</u>	<u>303,416</u>
<u>Estimated Savings</u>	\$96,588	\$176,783

**Comments:**

1. Food services were first certified as required by Charter Section 8.300-1 in 1980 and have been continuously provided by an outside contractor since then.
2. The current one-year contract extension, which expires June 30, 1991, is with Szabo Food Services. The Contracted Service Cost used for the purpose of this analysis is the current contractor's estimate of food service supervision and administration cost for fiscal year 1991-92.
3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department SHERIFF

Contract Services SZABO FOOD SERVICE

For the term starting approximately July 1, 1991 through June 30, 1992

- 1) Who performed services prior to contracting out?

Food service was provided by county cooks and chefs under the direction of a Food Administrator.

- 2) Number of City employees laid off as a result of contracting out?

None - The Food Administrator position was eliminated prior to contracting out.

- 3) Explain disposition of employees if they were not laid off.

County chefs and cooks continue to prepare meals for jail staff and prisoners.

- 4) What percent of a City employee's time is spent on services to be contracted out?

Five chefs and one cook use 100% of their time preparing meals.

- 5) How long have the services been contracted out?

Since 1980.

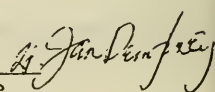
- 6) When was the first fiscal year for a Proposition J certification?

1980-81.

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

A waiver is in effect for this service. It is highly specialized and competitively bid contract.

LIEUTENANT JAN DEMPSEY  
Department Representative



554 - 7225

Telephone

Item 15 - File 25-91-4

**Department:** Sheriff

**Proposed Action:** Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

**Services to be Performed:** Pre-Trial Diversion Services

**Description:** The Controller has determined that contracting for these pre-trial diversion services in fiscal year 1991-92 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operated Service Costs</u>		
Salaries	\$200,653	\$242,950
Fringe Benefits	56,363	65,774
Operating Expenses	<u>4,033</u>	<u>4,033</u>
Total	\$261,049	\$312,757
<u>Contracted Service Cost</u>	<u>155,772</u>	<u>155,772</u>
<u>Estimated Savings</u>	\$105,277	\$156,985

**Comments:**

1. Pre-trial diversion services were first certified as required by Charter Section 8.300-1 in 1977 and have continued to be provided by an outside contractor since then.
2. The current one-year contract, which expires June 30, 1991, is with the San Francisco Pre-Trial Diversion Project. The Contracted Service Cost used for the purpose of this analysis is an informal bid for fiscal year 1991-92 from the current contractor.
3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

CHARTER 8.300-1 (Proposition J) QUESTIONNAIREDepartment SHERIFFContract Services PRE-TRIAL DIVERSION PROJECTFor the term starting approximately JULY 1, 1991 through JUNE 30, 1992

- 1) Who performed services prior to contracting out?

Pre-trial Diversion was funded through federal grant monies. Service workers performed the duties.

- 2) Number of City employees laid off as a result of contracting out?

None.

- 3) Explain disposition of employees if they were not laid off.

Pre-trial Diversion workers have remained employed on this program.

- 4) What percent of a City employee's time is spent on services to be contracted out?

None.

- 5) How long have the services been contracted out?

Since 1977.

- 6) When was the first fiscal year for a Proposition J certification?

1977.

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

M B E / W B E is not affected; Pre-trial is a non-profit organization.

LIEUTENANT JAN DEMPSEY  
Department Representative



554 - 7225

Telephone

Item 16 - File 25-91-5

**Department:** Sheriff

**Proposed Action:** Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

**Services to be Performed:** Eviction Assistance Program

**Description:** The Controller has determined that contracting for these eviction assistance services in fiscal year 1991-92 would result in estimated savings as follows:

City Operated Service Costs

Salaries	\$42,003
Fringe Benefits	<u>15,203</u>
Total	\$57,206

<u>Contracted Service Cost</u>	<u>32,000</u>
--------------------------------	---------------

<u>Estimated Savings</u>	\$25,206
--------------------------	----------

**Comments:** 1. Eviction assistance services were first certified as required by Charter Section 8.300-1 in 1984 and have continued to be provided by an outside contractor since then.

2. The current one-year contract, which expires June 30, 1991, is with the Salvation Army. The Contracted Service Cost used for the purpose of this analysis is based on the current contractor's estimate of eviction assistance services and costs that will be required in fiscal year 1991-92.

3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

CHARTER 8.300-1 (Proposition J) QUESTIONNAIREDepartment SHERIFFContract Services SALVATION ARMYFor the term starting approximately JULY 1, 1991 through JUNE 30, 1992

- 1) Who performed services prior to contracting out?

The Eviction Assistance program used volunteer workers; funding was federally based.

- 2) Number of City employees laid off as a result of contracting out?

None

- 3) Explain disposition of employees if they were not laid off.

Community services workers (3) are currently working on the program.

- 4) What percent of a City employee's time is spent on services to be contracted out?

1 - 8308 Sergeant oversees program - 100%

- 5) How long have the services been contracted out?

Since 1984.

- 6) When was the first fiscal year for a Proposition J certification?

1983-84.

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

M B E / W B E is not affected; Salvation Army administers the program as a non-profit organization.

LIEUTENANT JAN DEMPSEY *Jan Dempsey*  
Department Representative

554 - 7225

Telephone

Memo to Finance Committee  
March 13, 1991

Item 17 - File 31-91-3

**Department:** Assessor's Office

**Item:** Resolution authorizing the immediate filling of a vacant position.

**Position:** 4282 Chief Assistant Assessor

**Retirement Date:** February 15, 1991

**Normal Refill Date:** June 6, 1991

**Actual Refill Date:** February 19, 1991

**Funding Needed:** \$24,961.95

**Proposed Funding Source:** Excess Salary Savings

**Description:** Section 10, Subsection 1 of the Annual Appropriation Ordinance permits immediate filling of a position left vacant due to retirement of an incumbent when a lump sum payment is made for accumulated leave. The immediate filling of a vacant position requires a request by the department's appointing officer, the approval of the department head, the recommendation of the General Manager, Personnel, and the Mayor and approval by ordinance or resolution of the Board of Supervisors.

**Comments:**

1. The Chief Assistant Assessor retired on February 15, 1991, and was paid for 612 hours of accumulated sick leave, which prevents the refilling of this position until June 6, 1991. A new Chief Assistant Assessor took office effective February 19, 1991. As a result, the proposed ordinance, if approved, should be amended to authorize the filling of the Chief Assistant Assessor position retroactive to February 19, 1991.
2. The Controller has certified the availability of funds from the permanent salaries account for the immediate filling of the position of Chief Assistant Assessor.

Memo to Finance Committee  
March 13, 1991

3. According to Mr. Gerado Sandoval of the Mayor's Office, the Mayor's Office has approved the personnel requisition for the proposed Chief Assistant Assessor.

**Recommendation:** Amend the proposed resolution to retroactively fill this position effective February 19, 1991, and approve the proposed resolution as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item 18 - File 47-91-2

**Departments:** Real Estate Department  
Department of Parking and Traffic, Parking Authority

**Item:** Resolution accepting a negotiated lease of certain commercial space at the Moscone Center Garage.

**Location:** Moscone Center Garage, Commercial Lease Space, Parcel 1

**Purpose:** The leased premises would be used as a magazine, gift and convenience store.

**Lessee:** Harry Leung

**No. of Sq. Ft. and Cost/Month:** 523 sq. ft. @ \$3.98/sq. ft./month = \$2,081 rent/month

**Annual Rent:** \$24,972

**Proposed Rent Increases:** Annual increases in rent would be based on Consumer Price Index adjustments of no less than 3 percent or no more than 7 percent per year.

**Term of Lease:** The lease would commence upon Board of Supervisors approval of the proposed resolution and extend to April 30, 1996, with two five-year options to extend.

**Janitorial Services/  
Utilities paid by:** Lessee

**Comments:**

1. The Parking Authority, which has jurisdiction of the Moscone Center Garage, has recommended the award of the proposed lease to the tenant, Mr. Harry Leung.
2. The Real Estate Department reports that the commercial space, which was vacated by the previous tenant in October of 1990, will require some improvements. The Department advises that the proposed tenant will be required to make all such improvements at no cost to the City. The cost of these improvements is estimated to be approximately \$5,000 to \$10,000.
3. Ordinance No. 254-86 authorizes the Director of Property to arrange for the direct lease of commercial space at the Moscone Center Garage on a negotiated basis. This authority was provided by the Board of Supervisors because of the previous difficulty experienced by the Real Estate Department in leasing the space at this facility on a competitive bid basis.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
March 13, 1991

4. The Real Estate Department reports that the proposed monthly rental amount of \$2,081 represents the fair market rental of the space to be leased.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item 19 - File 82-91-1

**Departments:** Real Estate Department  
Airport

**Item:** Resolution authorizing acquisition of four additional noise easements in the City of South San Francisco comprising their Phase V Program for purposes of airport noise mitigation.

**Description:** The San Francisco International Airport's Noise Easement Acquisition Program consists of insulating private residences and schools in the City of South San Francisco and other cities which are located near San Francisco Airport.

The proposed resolution would authorize the City's Director of Property, at the request of the Airport's Commission, to purchase four additional noise easements from home owners within the City of South San Francisco at an estimated cost of \$10,200. Airport revenues in this amount have been previously appropriated from the Airport Operating Fund and are available for the acquisition of these noise easements.

In 1989, the Board of Supervisors approved a resolution File (82-89-10) authorizing the purchase of 57 noise easements in the City of South San Francisco for an estimated cost of \$148,505, which constituted Phase V (a) of the Noise Easement Acquisition Program. In 1990, the Board of Supervisors approved a resolution File (82-90-8) authorizing the purchase of 52 additional noise easements in the City of South San Francisco for an estimated cost of \$120,615, which constituted Phase V (b) of the Noise Easement Acquisition Program. Together, Phase V (a) and Phase (b) result in a total of 109 noise easements at a total estimated cost of \$269,120.

The City of South San Francisco had lower construction costs than were originally estimated for Phase V (a). The savings will enable four more homes to be insulated under Phase V (b), which is the subject of the proposed resolution, without exceeding the \$269,120 total amount already approved by the Board of Supervisors. With the proposed four additional noise easements, a total of 56 easements, instead of 52 easements, will be acquired for Phase V (b) of the Program.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Comments:**

1. Ms. Lilia Avendano of the Airport Commission reports that only \$137,054 of the \$148,505 appropriated for Phase V (a) has been spent. As a result of this savings, a total of \$132,066 is available for the acquisition of the 56 easements for Phase V (b) (\$11,451 remaining from Phase V (a) + \$120,615 already approved for Phase V (b)).
2. Once purchased, the noise easements would remain in effect for 20 years. In return for the grant of easements, the City would pay 20 percent of the total construction cost to insulate the residences. In addition, the City would also pay 20 percent of the title insurance fees. The City of South San Francisco would pay the remaining 80 percent of the total construction costs and insurance fees with funding obtained from Federal grant funds.
3. The Board of Supervisors has also previously approved the acquisition of noise easements in the Cities of Millbrae and San Bruno, as part of the City's ongoing Airport Noise Monitoring Program.
4. The proposed Noise Easement Acquisition Program is in conformity with the City of South San Francisco's Master Plan per its City Council Resolution Nos. 89-83, 188-84, 41-88 and 138-88.
5. Ms. Avendano states that any remaining funds from Phase V (b) can be carried over to the next year for the purchase of additional easements in later phases of the project.
6. According to Mr. Don Garibaldi of the City Attorney's Office, the Airport has spent over \$1,000,000 in legal and related costs to defend against noise-related small claims lawsuits filed by San Mateo County residents since 1982. The City's acquisition of noise easements has significantly reduced Airport noise claims against the City in the past few years.

**Recommendation:** Approve the proposed resolution.

Item 20 - File 147-91-1

**Department:** San Francisco Public Library

**Item:** Resolution to apply for, accept, and expend a continuation of Federal grant funds.

**Grant Amount:** Not to exceed \$34,530

**Source of Funds:** U.S. Department of Education, Library Services and Construction Act Funds

**Grant Period:** October 1, 1991 through September 30, 1992

**Project:** Project Read Learner's Support Services

**Description:** Project Read is the Public Library's adult literacy program. Trained volunteers provide free confidential tutoring to English speaking adults who lack basic reading and writing skills. The proposed grant would continue Learner's Support Services for another year through September 30, 1992. The proposed grant is designed to increase literacy skills of 250 students, by providing writing workshops and consultations with reading specialists. The proposed grant is also designed to increase support services to 250 students, by providing monthly phone calls to the students and by sponsoring a student recognition event.

**Grant Budget:**

Contractual Services:	
Salaries (.8 FTE)	\$21,216
Fringe Benefits	2,970
Supplies	1,500
Other	<u>7,200</u>
Total Contractual Services	\$32,886
Indirect Costs	<u>1,644</u>
Grant Total	\$34,530

**Required Match:** None.

**Indirect Costs:** \$1,644 or 5 percent of Total Contractual Services

**Number of Persons Served:** 250 Adults

**Comments:** 1. According to Ms. Ana Linder of the Public Library, the Public Library intends to contract with the Friends of the San Francisco Public Library (FSFPL), a non-profit organization, to provide the Project Read contractual support services. Ms. Linder notes that this contract would be awarded on a sole-source basis because of the unique relationship between the

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



FSFPL and the Project Read Program. Ms. Linder reports that the FSFPL started Project Read in 1983 and since that time has been the sole contractor of all Project Read's Federal and State grants. Consequently, the FSFPL staff is very knowledgeable of the Project Read Program and services. In addition, the FSFPL provides grant administration services free of charge.

2. Ms. Linder reports that the application for these grant funds was submitted in November, 1990. Therefore, the proposed resolution should be amended to authorize the Public Library to apply for the proposed grant retroactively.

3. The Public Library will not be notified about the award of the proposed grant funds until May, 1991. If the Public Library receives the award, the Public Library should submit a subsequent resolution to accept and expend the awarded grant funds.

4. The Public Library has completed a Summary of Grant Request form which is attached.

5. Ms. Linder states that the proposed grant amount has increased from \$23,589 for Learner's Support Services beginning on October 1, 1990 to \$34,530 for Learner's Support Services beginning on October 1, 1991. This represents approximately a 46.4 percent increase in proposed grant funds.

**Recommendation:** Amend the proposed legislation to delete the accept and expend clause and to authorize the Public Library to apply for the proposed grant retroactively.

Grantor U.S. DEPT. OF EDUCATION  
 Contact Person MARION STEWARD  
 Address GRANTS & CONTRACT SERVICE  
R.O. BOX #3 ROOM 3653  
7th St. S-D Street  
 Amount Requested WASHINGTON D.C. 70702-4729  
34,530  
 Terms: From 10/1/91 To 9/30/92  
 Library Commission 12/4/90 Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

Division LIBRARY  
 Section PROJECT READ  
 Contact Person ANA LINDER  
 Telephone 557-4388  
 Application Deadline 11/9/90  
 Notification Expected 7/1/91

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (supplementation) grant in the amount of \$ 34,530 from the period of 10/1/91 to 9/30/92 to provide STUDENT SUPPORT services.

II. Summary: (Concise summary of need, objectives, goals, services, and products)  
PROJECT READ IS THE ADULT LITERACY PROGRAM OF THE S.F. PUBLIC LIBRARY. IT OFFERS ENGLISH SPEAKING ADULTS WHO LACK BASIC READING & WRITING SKILLS FREE, CONFIDENTIAL TUTORING BY TRAINED VOLUNTEERS. BY CONTRACTING WITH THE FRIENDS OF THE S.F.P.L., WE PROPOSE TO CREATE STRUCTURE AND OPPORTUNITY FOR 250 ADULT LEARNERS TO INCREASE THEIR EDUCATION AND CONTRIBUTION TO THE PROGRAM AND TO EACH OTHER.

III. Outcomes/Objectives:  
INCREASE SUPPORT SERVICES TO 250 LEARNERS TO INCLUDE: MONTHLY PHONE CALLS AND STUDENT RECOGNITION EVENT. INCREASE LITERACY SKILL OF 250 LEARNERS BY PROVIDING WRITING WORKSHOPS AND CONSULTATIONS WITH READING SPECIALISTS.

IV. Effects of Reduction or Termination of These Funds:  
THESE PLANS CALL FOR THE DEVELOPMENT OF A LEARNER COUNCIL WHO WILL BE ABLE TO CARRY OUT SUPPORT ACTIVITIES. INSTRUCTIONAL ACTIVITIES WILL BE REDUCED BY ONE HALF.

#### V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Rev. Match	Approved by
Grant Amount						
Personnel						
Equipment						
Contract Svc.			32,886			
Mnt. & Supp.						
Facilities/Space						
Other						
Indirect Costs			1,644			

#### VI. Data Processing

(Leave blank and above)

#### VII. Personnel

	F/T CSC	P/T CSC	Contractual
			32 hrs wkly

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

VIII. grant funded employees be retained after this grant terminates? If so, How?

NO

IX. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \* \_\_\_\_\_ (If sole source, attach Request for Proposals Form)





Item 21 - File 147-91-2

**Department:** San Francisco Public Library

**Item:** Resolution to apply for, accept, and expend a continuation of Federal grant funds.

**Grant Amount:** Not to exceed \$25,477

**Source of Funds:** U.S. Department of Education, Library Services and Construction Act Funds.

**Grant Period:** October 1, 1991 through September 30, 1992

**Project:** Project Read Tutor Support Services

**Description:** Project Read is the Public Library's adult literacy program. Trained volunteers provide free confidential tutoring to English speaking adults who lack basic reading and writing skills. The proposed grant would continue Tutor Support Services for another year through September 30, 1992. The proposed grant is designed to improve tutoring skills, by providing tutors with six continuing education sessions. The proposed grant is also designed to increase tutor support services, by providing tutors with reading specialist consultations, support groups, monthly phone calls, and a tutor recognition event.

<b>Grant Budget:</b>	Contractual Services:	
	Salaries (.5 FTE)	\$14,000
	Fringe Benefits	1,960
	Supplies	1,500
	Other	<u>6,775</u>
	Total Contractual Services	\$24,235
	Indirect Costs	<u>1,212</u>
	Grant Total	\$25,447

**Required Match:** None.

**Indirect Costs:** \$1,212 or 5 percent of Total Contractual Services

**Number of  
Persons Served:** 350 Tutors

**Comments:** 1. According to Ms. Ana Linder of the Public Library, the Public Library intends to contract with the Friends of the San Francisco Public Library (FSFPL), a non-profit organization, to provide the Project Read contractual support services. Ms. Linder notes that the contract would be awarded on a sole-source basis because of the unique relationship between the

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

FSFPL and the Project Read Program. Ms. Linder reports that the FSFPL started Project Read in 1983 and since that time has been the sole contractor of all Project Read's Federal and State grants. Consequently, the FSFPL staff is very knowledgeable of the Project Read Program and services. In addition, the FSFPL provides grant administration services free of charge.

2. Ms. Linder reports that the application for these grant funds was submitted in November, 1990. Therefore, the proposed resolution should be amended to authorize the Public Library to apply for the proposed grant retroactively.

3. Ms. Linder reports that the Public Library has requested grant funds in the amount of \$25,447. Therefore, the proposed resolution should be amended to authorize the Public Library to apply for an amount not to exceed \$25,447, instead of \$25,477.

4. The Public Library will not be notified about the award of grant funds until May, 1991. Therefore, the Public Library should only apply for the grant funds at this time. When the Public Library receives modification of the grant award, the Public Library should submit a subsequent resolution to accept and expend the awarded grant funds.

5. The Public Library has completed a Summary of Grant Request form which is attached.

6. Ms. Linder states that the proposed grant amount has increased from \$20,413 for Tutor Support Services beginning on October 1, 1990, to \$25,447 for Tutor Support Services beginning on October 1, 1991. This represents approximately a 24.6 percent increase in proposed grant funds.

**Recommendation:** Amend the proposed legislation to delete the accept and expend clause, to change the proposed grant request amount from \$25,477 to \$25,447 and to authorize the Public Library to apply for the proposed grant retroactively. Approve the proposed resolution as amended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Grantor U.S. DEPT. OF EDUCATION Division LIBRARY  
 Contact Person MARION STEWARD Section PROJECT READ  
 Address GRANTS & CONTRACT SERVICE  
R.O. BOX #3 ROOM 3653  
7th St. & D Street  
WASHINGTON, D.C. 20547 Telephone 557-4388  
 Amount Requested 25,447 Application Deadline 11/9/90  
 Term: From 10/1/91 To 9/30/92 Notification Expected 7/1/91  
 Library Commission 12/4/90 Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuing) allocation (modification) grant in the amount of \$ 25,447 from the period of 10/1/91 to 9/30/92 to provide TUTOR SUPPORT services.

II. Summary: (Concise summary of the project's purpose, goals, objectives, and justifications)

PROJECT READ IS THE ADULT LITERACY PROGRAM OF THE S.F. PUBLIC LIBRARY. IT OFFERS ENGLISH SPEAKING ADULTS WHO LACK BASIC READING & WRITING SKILLS FREE, CONFIDENTIAL TUTORING BY TRAINED VOLUNTEERS. BY CONTRACTING WITH THE FRIENDS OF THE S.F.P.L., WE PROPOSE TO DELIVER AND IMPROVE SUPPORT AND INSTRUCTIONAL SERVICES TO 350 VOLUNTEER TUTORS.

III. Outcomes/Objectives:

TO INCREASE TUTORING SKILLS OF 350 TUTORS BY PROVIDING 6 CONTINUING EDUCATION SESSIONS. TO INCREASE SUPPORT SERVICES TO 350 TUTORS WITH MONTHLY PHONE CALLS, A RECOGNITION EVENT, CONSULTATIONS WITH READING SPECIALISTS AND SUPPORT GROUPS.

IV. Effects of Reduction or Termination of These Funds:

A TUTOR COUNCIL WILL BE FORMED TO CONTINUE SUPPORT SERVICES. OTHER SERVICES WILL BE INTEGRATED INTO THE PROGRAM.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Rev. Match	Approved by
Grant Amount						
Personnel						
Equipment						
*Contract Svc.			24,235			
Mnt. & Supp.						
Facilities/Space						
Other						
Indirect Costs			1,212			

VI. Data Processing

(Carry forward above)

VII. Personnel

	F/T CSC	P/T CSC	Contractual
			20 hrs/wk

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: N/A

Will grant funded employees be retained after this grant terminates? If so, How?

NO

VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \* (If sole source, attach Request for Proposals Form)



Item 22 - File 148-91-5

**Department:** Department of Public Works (DPW)

**Item:** Resolution authorizing the DPW to apply for, accept and expend Federal grant funds

**Amount:** \$1,100,000

**Source of Funds:** Federal Aid Urban System Program

**Local Match:** \$318,800

**Project:** Pavement Renovation of Balboa Street Between Arguello Boulevard and the Great Highway

**Description:** The proposed grant would fund the construction, design and engineering costs of repaving Balboa Street between Arguello Boulevard and the Great Highway. The proposed pavement renovation of Balboa Street is included in the City's Five-Year Federal Aid Urban Program which was previously approved by the Board of Supervisors (Resolution 396-90). The proposed pavement renovation of Balboa Street would commence about December, 1991.

<b>Project Budget:</b>	<b><u>Federal Grant</u></b>	<b><u>Local Match</u></b>	<b><u>Project Total</u></b>
<u>Contractual Services</u>			
Construction	\$944,000	\$156,000	\$1,100,000
Contingencies	<u>94,400</u>	<u>25,600</u>	<u>120,000</u>
Total Contractual Services	\$1,038,400	\$181,600	\$1,220,000
<u>DPW</u>			
Salaries (1.5 FTE)	40,800	110,400	151,200
Fringe Benefits	20,800	2,800	23,600
DPW Overhead		<u>24,000</u>	<u>24,000</u>
Total DPW	<u>\$61,600</u>	\$137,200	\$198,800
Totals	\$1,100,000	\$318,800	\$1,418,800

**Indirect Costs:** None

**Comments:**

1. Indirect Costs are not permitted under this Federal grant. As such, no funds will accrue to the General Fund for indirect costs associated with this project.
2. Mr. Joe Ovadia of DPW reports that the DPW has not yet issued a RFP to acquire the necessary contractual services. As such, the DPW cannot, at this time, identify which firms will be used, and cannot determine the MBE/WBE status of

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the firms. Therefore, the Budget Analyst recommends that the authorization to expend the \$1,038,400 of Federal funds for contractual services be reserved pending DPW's submission of the identity of the firm(s) DPW contracts with and the MBE/WBE status of the firms.

3. DPW reports that the \$318,800 in local matching funds is from the Sales Tax revenues already appropriated by the San Francisco County Transportation Authority for the proposed repaving project under Resolution TA91-3.

4. The DPW has not yet applied for the proposed grant and the proposed Federal grant does not have an application deadline. However, the DPW has received confirmation from the Federal government that DPW will receive the \$1,100,000 grant. The Federal government requires that the DPW award the contract by August 15, 1991.

**Recommendation:** Amend the proposed resolution to reserve the \$1,038,400 for contractual services pending DPW's submission of the identify of the firms DPW will use for contractual services and the MBE/WBE status of the firms. Approve the resolution as amended.



Item 23 - File 101-89-101.3

**Note:** This item was continued by the Finance Committee at its meeting of March 6, 1991.

**Departments:** Department of Public Works (DPW)

**Item:** Release of reserve

**Amount:** \$250,000

**Source of Funds:** Previously appropriated and reserved 1989 Proposition A Earthquake Safety Bond funds (File 101-89-101).

**Description:** In April, 1990, the Board of Supervisors approved a supplemental appropriation ordinance to appropriate \$1,572,834 of the 1989 Proposition A, Earthquake Safety Bonds which totaled \$59.7 million. The Earthquake Safety Bonds are for the acquisition, construction and reconstruction of various municipal improvements to reduce earthquake hazards, remove asbestos, rehabilitate City buildings, and to provide handicapped access to City buildings and related engineering assessment programs.

\$1,572,834 was appropriated for DPW project management, Request For Qualifications (RFQ) preparation, preliminary architectural and engineering services, planning and assessments, hazard mitigation and earthquake repairs and the related financial and legal tasks for the Fire Department, Academy of Sciences, Fine Arts Museum, Asian Arts Museum and Laguna Honda Hospital. Of the \$1,572,834 appropriation, a total of \$945,700 was reserved including \$300,000 for DPW for capital improvement projects (\$50,000 for planning and assessment activities and \$250,000 for earthquake repairs). In May, 1990, the \$50,000 of reserved funds for planning and assessment activities were released leaving a balance of \$250,000. The proposed release of reserve represents the remaining \$250,000 for earthquake repairs.

The \$250,000 was originally budgeted as a working capital fund for the Bureau of Architecture to prepare documents, award contracts and manage construction repair work on City buildings and facilities that were damaged in the October, 1989 earthquake. This working capital fund was to be available for any City expenditures which may have been declared as ineligible costs by the Federal Emergency Management Agency (FEMA). The Board of Supervisors put the \$250,000 on reserve.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

According to Mr. Dorian, all of the City's costs to prepare documents, award contracts and manage construction repair work on City buildings and facilities that were damaged in the October, 1989 earthquake were fully reimbursed by FEMA. Therefore, the working capital fund was not needed to cover any ineligible costs. As such, DPW is requesting a release of the \$250,000 reserved for earthquake repairs to use for Facility Condition Monitoring Program activities. The Facility Condition Monitoring Program is part of a five year effort to upgrade City-owned buildings. Under the Facility Condition Monitoring Program, DPW would identify deficiencies associated with the following building system groups: 1) electrical (electrical service, building control, and lighting), 2) mechanical (plumbing, elevator, heating, and ventilating deficiencies), 3) structural, 4) building repair (interior and exterior), and 5) architectural (roofing and general site). These condition assessments would provide information to help develop cost-effective seismic reinforcement projects that include correcting deficiencies of building conditions that should be repaired concurrently with seismic reinforcement work.

DPW proposes to allocate the \$250,000 in reserved funds for the following Facility Condition Monitoring Program activities:

	Total Cost Per Hour	Project Hours	Staffing Cost
<u>Electrical</u>			
Asst. Electrical Engineer	\$45	484	\$21,774
Electrical Engineer	53	<u>194</u>	<u>11,226</u>
Subtotal		678	\$33,000
<u>Architecture</u>			
Architect Inspector	56	493	\$27,633
Sr. Architect	63	345	21,761
Assoc. Architect II	43	395	16,974
Asst. Architect I	32	<u>395</u>	<u>12,632</u>
Subtotal		1,628	\$79,000
<u>Building Repair</u>			
BBR Monitor	62	953	\$58,786
Asst. BBR Monitor	46	<u>286</u>	<u>13,214</u>
Subtotal		1,239	\$72,000
<u>Structural</u>			
Assoc. Civil Engineer	47	695	\$33,000

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
March 13, 1991

<u>Mechanical</u>	<u>Total Cost</u> <u>Per Hour</u>	<u>Project</u> <u>Hours</u>	<u>Staffing</u> <u>Cost</u>
Asst. Mechanical			
Engineer	\$44	492	\$21,633
Mechanical			
Engineer	58	<u>197</u>	<u>11,367</u>
Subtotal		689	\$33,000
Total		4,929	\$250,000

**Recommendation:** Release the reserved funds in the amount of \$250,000.

BOARD OF SUPERVISORS  
BUDGET ANALYST



Item 24 - File 101-89-128.3

**Department:** Department of Public Health (DPH),  
Central Office

**Item:** Release of Reserved Funds

**Amount:** \$700

**Source of Funds:** Proposition 99 - Tobacco Tax monies

**Description:** On June 11, 1990, the Board of Supervisors approved an ordinance (File 101-89-128) appropriating \$33,613 for the Tobacco Tax Health Education Program and placing a total of \$17,255 on reserve for telephone (\$1,088), rental of property (\$700) and data processing equipment (\$15,467).

The funds for the rental of property were originally placed on reserve, pending the identification of office space to be rented for the Health Education Program and the actual rental rate. In January, 1991, the DPH had identified the office space to be rented and the actual rental rate. As such, the DPH requested release of the \$700 for rent. The Budget Analyst's Office advised that the DPH did not need the \$700 for rent for the Health Education Program because \$18,000 was included for rent for the Health Education Program in DPH's 1990-91 budget. These funds were considered more than sufficient to pay for the rental costs for the Program for the remainder of FY 1990-91. Therefore, the \$700 remained on reserve.

Since the DPH does not need the \$700 for rent, the DPH is now requesting a release of the \$700 previously reserved for rent to augment the \$5,925 budgeted for materials and supplies for a total of \$6,625. Specifically, DPH is proposing to purchase four additional file cabinets ( $\$175 \times 4 = \$700$ ) for the Health Education Program with the requested \$700.

The \$5,925 originally budgeted for materials and supplies was allocated as follows:

Desks (4 @ \$300 each)	\$1,200	
Chairs (4 @ \$200 each)	800	
Bookshelves (4 @ \$150 each)	600	
File cabinets (4 @ \$300 each)	1,200	
Typewriter	375	
Routine office supplies	<u>1,750</u>	
Total		\$5,925

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Comments:**

1. Ms. Alyonik Hrushow of the DPH advises that the \$700 in reserved funds must be encumbered by December, 1991 or the City must return the funds to the State. Ms. Hrushow further reports that the DPH is currently requesting a release of the \$700 in reserved funds because the Health Education Program needs additional file cabinet space. According to Ms. Hrushow, the State does not have specific guidelines for administrative expenditures. Therefore, the DPH's proposed expenditure of the \$700 on four additional file cabinets instead of rent is not in conflict with State guidelines.

2. Ms. Hrushow advises that the price for file cabinets has decreased (\$300 per file cabinet in the original budget versus \$175 per file cabinet in the proposed request) because the Department is using a different supplier with lower prices.

**Recommendation:** Release the \$700 in reserved funds.

Memo to Finance Committee  
March 13, 1991

Item 25 - File 51-90-4

The proposed item would transmit the claims of employees of various City departments for the cost of their personal property which has been damaged and/or stolen in the line of duty and without the fault of the employee involved. Please refer to the attached Controller's report regarding the specific claims and recommended reimbursements to the 21 employees at a total cost of \$2,614.28.

Recommendation

Prepare in and report out of Committee a resolution to authorize the payment of various claims totalling \$2,614.28.



File No. 51-90-4

REIMBURSEMENT FOR DAMAGED OR STOLEN PERSONAL PROPERTY OF CITY EMPLOYEE

January 10, 1991

<u>Department/ Claimant</u>	<u>Item</u>	<u>Amount Claimed</u>	<u>Amount Recommended</u>
<u>ASSESSOR</u>			
Eileen Sullivan	Vandalized automobile and stolen items automobile window, household supplies, gym clothes, headset, tapes, cassette	822.88	\$ 56.40
Ma Patria O. Desales	stolen shoes	24.99	-0-
<u>CITY ATTORNEY</u>			
Edward Alexander Klein	Stolen clothes	375.00	236.00
Leonard L. Snaider	Broken automobile window	75.00	75.00
<u>HETCH HETCHY WATER AND POWER</u>			
Joe F. Poole	Broken eyeglasses	104.00	104.00
<u>JUVENILE PROBATION</u>			
Charles E. Lewis	Broken eyeglasses	130.00	87.00
Arnold Sword	Torn clothes	46.00	46.00
Barry A. Young	Broken watch	83.95	83.95
Barry A. Young	Broken eyeglasses	150.00	100.00
Kirk A. Edwards	Torn tennis shoes	60.00	60.00
Gregory A. Foote	Damaged shirt	10.00	10.00
<u>MUNICIPAL RAILWAY</u>			
Mark Sangervasi	Stolen tools	601.84	-0-
Tom Mullen	Stolen eyeglasses	139.95	139.95
Kathleen E. Forrester	Stolen eyeglasses, prescription sunglasses and driver's license	241.91	241.91
<u>DEPARTMENT OF PARKING AND TRAFFIC</u>			
Steven Vannucchi	Stolen tools	810.00	650.00
<u>DEPARTMENT OF PUBLIC HEALTH</u>			
Joseph O'Sullivan	Damaged shirt	30.03	30.03
A. J. Holmes	Vandalized automobile	326.62	199.50
Deborah Lewinsohn	Stolen Welch Allyn Ophthalmoscope/Otoscope	391.00	247.00
Jennifer Ching	Broken automobile window	58.71	58.71
James Yakas	Broken safety eyeglasses	75.00	20.00
<u>DEPARTMENT OF PUBLIC WORKS</u>			
Mario Escalona	Stolen leather jacket and eyeglasses	515.35	-0-
<u>RECREATION AND PARK DEPARTMENT</u>			
Anthony Singleton	Damaged automobile	250.00	-0-
Monica Soriano	Stolen purse and contents	75.00	-0-
Jan Huang	Stolen sign language book	15.00	15.00
Christopher J. Hewett	Stolen shirt and Sony Walkman	160.00	26.66
Allison M. Davis	Stolen wallet and contents	75.00	30.00
Alan Feinberg	Damaged clothing, watch and sunglasses	197.00	-0-
Ray A. Ramirez	Stolen items from automobile typewriter, sports bag, clothes, checkbook and cash	535.52	-0-
<u>REGISTRAR OF VOTERS</u>			
Susan Elder	Damaged automobile	97.17	97.17
<u>DEPARTMENT OF SOCIAL SERVICES</u>			
Lucia Maliwat	Damaged automobile	209.93	-0-
Salvador Menjivar	Broken eyeglasses	171.00	-0-
TOTAL		\$ 6,857.85	\$ 2,614.28

Item 26 - File 100-91-3

This item is a hearing to consider the status of the projected budget shortfall for the City and County of San Francisco for Fiscal Year 1991-92.

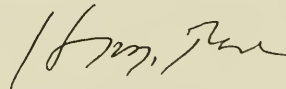
On January 31, 1991, the Controller's Office issued a report which projected the ending General Fund balance for Fiscal Year 1990-91 at \$2.8 million, which represents a sharp decrease from the previous year, when the ending balance was \$51.4 million.

On February 20, 1991, the Mayor's Office, the Board of Supervisors Budget Analyst and the Controller's Office issued a report presenting their projection for Fiscal Year 1991-92 General Fund revenues and expenditures. According to this report, if the City continues the current level of services provided in Fiscal Year 1990-91, it is projected that the City will face a shortfall of between \$116.9 million and \$158.3 million in Fiscal Year 1991-92.

The projected decrease in surplus for the current Fiscal Year 1990-91 budget is a result of reductions in current year revenues and over-expenditures by some departments. The projected shortfall in the projections for Fiscal Year 1991-92 is a result of reduced revenue growth, mandated salary increases and additional costs associated with maintaining current service levels and complying with court mandates. It should be noted that since the State budget allocations have not been determined, the City's reported projections for Fiscal Year 1991-92 do not assume any changes in State funding for City programs.

Comments

According to Mr. Sam Yockey of the Controller's Office, an update on the current Fiscal Year 1990-91 revenues and expenditures will be available from the Controller's Office on or about March 19, 1991. These updated figures would refine the earlier estimates by providing an additional two months of revenue and expenditure data, including the actual business and payroll tax receipts, which were not previously available.



Harvey M. Rose

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Britt  
Supervisor Hsieh  
Supervisor Kennedy

Supervisor Maher  
Supervisor Migden  
Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Carol Wilkins  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



SF  
#1  
3/20/91

CALENDAR  
MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, MARCH 20, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI LANDRY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

REGULAR CALENDAR

1. File 97-91-2. [Environmental Review Fees] Ordinance amending Administrative Code by adding Section 31.46A, to be operative through December 31, 1993, and amending Section 31.46 to be operative January 1, 1994, concerning fees for environmental review procedures. (Supervisor Ward)

(Consideration continued from 3/13/91)

ACTION:

DOCUMENT: 97-91-2

MAR 19 1991

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2. File 115-91-1. [Planning Fees] Ordinance amending City Planning Code by adding Article 3.5A, fees, article to be operative through December 31, 1993, to impose new fees and change the amount of fees currently charged relating to Department of City Planning actions including the review of planning authorizations and amending Article 3.5 to be operative January 1, 1994 and by adding new Section 364. (Supervisor Ward)

(Consideration continued from 3/13/91)

ACTION:

3. File 101-90-69. [Government Funding] Ordinance appropriating \$2,328,354, Public Works, for various capital improvement project. RO #90166. (Controller)

(Consideration continued from 3/13/91)

ACTION:

4. File 101-90-72. [Government Funding] Ordinance appropriating \$232,985, Mayor's Office, for permanent salaries, related mandatory fringe benefits and professional and special services; for the creation of one position (Classification AA04 Employee Relations Assistant); companion measure to File 102-90-14. RO #90205. (Controller)

(Consideration continued from 3/13/91)

ACTION:



5. File 102-90-14. [Public Employment] Ordinance amending Annual Salary Ordinance, 1990-91, Office of the Mayor, reflecting the addition of one new position (Classifications AA04 Employee Relations Assistant); companion measure to File 101-90-72. (Civil Service Commission)

(Consideration continued from 3/13/91)

ACTION:

6. File 101-90-75. [Government Funding] Ordinance appropriating \$2,003,725, Department of Public Health - DMSF, for permanent salaries-miscellaneous and nurses, related mandatory fringe benefits and medical service contract, for the creation of three positions; companion measure to File 102-90-18. RO #90210. (Controller)

ACTION:

7. File 102-90-18. [Public Employment] Ordinance amending Annual Salary Ordinance, 1990-91, Department of Public Health, Community Mental Health, Substance Abuse, reflecting the addition of three positions (Classifications 1823 Senior Administrative Analyst, 2305 Psychiatric Technician and 2320 Registered Nurse); companion measure to File 101-90-75. (Civil Service Commission)

ACTION:

8. File 101-90-76. [Government Funding] Ordinance appropriating \$300,000, Public Health - San Francisco General Hospital, for facilities maintenance project (renovation-billing office) and capital improvement project (nuclear laboratory relocation). RO #90219. (Controller)

ACTION:

9. File 101-90-77. [Government Funding] Ordinance appropriating \$167,243, Municipal Railway, for capital improvement project (security improvements). RO #90220. (Controller)

ACTION:

10. File 27-91-1. [Airport-Lease Modification] Ordinance approving Modification No. 2 of lease agreement between Qantas Airways, Ltd. and City and County of San Francisco, acting by through its Airports Commission. (Airports Commission)

ACTION:

11. File 147-91-1. [Grant - Federal Funds] Resolution authorizing the City Librarian to apply for, accept and expend funds not to exceed \$34,530 available from the United States Department of Education for Project Read Outreach Program. (Public Library Commission)

(Consideration continued from 3/13/91)

ACTION:





12. File 147-91-2. [Grant - Federal Funds] Resolution authorizing the City Librarian to apply for, accept and expend funds not to exceed \$25,477 available from the United States Department of Education for Project Read Outreach Program. (Public Library Commission)

(Consideration continued from 3/13/91)

ACTION:

13. File 64-91-3. [Lease of Real Property] Resolution authorizing a new lease of real property at Bayview Plaza Shopping Center, Third Street and Evans Avenue, Suite 600, San Francisco for the Department of Public Works' Clean Water Program. (Real Estate Department)

(Consideration continued from 3/6/91)

ACTION:

14. File 28-91-2. [Emergency Repair] Resolution approving emergency expenditure for repair to Bay Division No. 4, an 84-inch water transmission main at Edgewood Road east of Cordilleras Road in the City of Redwood City. (Public Utilities Commission)

ACTION:

15. File 38-91-2. [Acceptance of Gift] Resolution accepting gift of pedestal maps in Golden Gate Park valued at \$5,099.82 from Margaret K. Cooper, for use by the Recreation and Park Department. (Recreation and Park Department)

ACTION:

16. File 134-91-2. [Grant Extension] Resolution authorizing the Department of City Planning to extend its current California Coastal Commission Implementation Grant to March 31, 1992. (Department of City Planning)

ACTION:

17. File 146-91-22. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Epidemiology Disease Control, Sexually Transmitted Disease Control, to accept and expend a grant of \$522,574, from the Centers for Disease Control for the operation of the San Francisco Sexually Transmitted Disease Prevention and Training Center. (Mayor)

ACTION:

18. File 146-91-23. [Grant - State Funds] Resolution authorizing the Department of Public Health, Central Administration, Management Information Systems, to accept and expend an augmentation to a grant from the State Department of Health Services in the amount of \$14,095 for an automated Medically Indigent Care Reporting System (MICRS) for the City of San Francisco; providing for ratification of action previously taken. (Mayor)

ACTION:



19. File 146-91-24. [Grant - State Funds] Resolution authorizing the Department of Public Health, Bureau of of Toxics, Health and Safety Services, to apply for a grant of \$300,000 from the State Water Resources Control Board, Division of Clean Water Programs for local oversight of cleanup activities at leaking underground storage tank sites funded by the grant to the the residents of San Francisco. (Mayor)

ACTION:

20. File 146-91-25. [Grant - State Funds] Resolution authorizing the Department of Public Health, Bureau of Epidemiology and Disease Control, to apply for a grant of \$100,415 from the State Department of Health Services, for the continuation of immunization services to the the residents of San Francisco. (Mayor)

ACTION:

21. File 152-91-1. [Grant - State Funds] Resolution authorizing the Sheriff's Department, Adult Probation Department and Juvenile Probation Department of the City and County of San Francisco to apply for retroactively, accept and expend \$39,906 in funds from the State of California Board of Corrections for the Standards and Training of Local Corrections and Probation Officers Program; stipulating adherence to standards of recruitment and training established by the Board of Corrections. (Sheriff)

ACTION:

22. File 156-91-1. [Federal Funding] Resolution approving a revised Refugee County Plan for San Francisco and authorizing the President of the Private Industry Council of San Francisco, Inc., to sign, enter into, and execute a contract with the State based on that plan. (Private Industry Council)

ACTION:

23. File 184-91-1. [Grant - San Francisco Foundation] Resolution authorizing the Film and Video Arts Commission to apply for a grant from the San Francisco Foundation of \$15,000 in order to plan, design, produce and distribute a brochure specifically targeting local residents and merchants within the City of San Francisco explaining the importance of film production to the economic and cultural well being of the City. (Film and Video Arts Commission)

ACTION:

24. File 51-90-4. [Employee Claims] Transmitting claims of employees, various departments for reimbursement for personal property damaged and/or stolen in the line of duty (claims for which the Controller recommended whole or partial reimbursement). (Various Departments)

(10/90 - 12/90)

(Consideration continued from 3/13/91)

ACTION:



25. File 101-88-79.2. [Release of Funds] Requesting release of funds, Department of Social Services, in the amount of \$64,400, for contract services with Ralph Andersen and Associates to conduct the Second Phase of a Classification Study. (Department of Social Services)

(Consideration continued from 2/6/91)

ACTION:

26. File 133-90-1.2. [Release of Funds] Requesting release of funds, Chief Administrative Officer, in the amount of \$50,000, for contractor to market development activities for recycled materials (Richmond Environmental Action, contractor chosen). (Chief Administrative Officer)

ACTION:

27. File 133-90-1.3. [Release of Funds] Requesting release of funds, Chief Administrative Officer, in the amount of \$40,000, for contractor, Maureen O'Rourke, Public Relations to design and implement a City-wide promotional campaign to acknowledge and reinforce San Francisco residents recycling efforts. (Chief Administrative Officer)

ACTION:

SPECIAL ORDER - 4:30 P.M.

28. File 100-91-3. Hearing to consider status of projected budget shortfall for the City and County of San Francisco for Fiscal Year 1991-92. (Supervisor Gonzalez)

(Consideration continued from 3/13/91)

ACTION:



CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

### BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

March 20, 1991

TO: Finance Committee

FROM: Budget Analyst - *recommendations*

SUBJECT: March 20, 1991 Finance Committee Meeting

DOCUMENTS DEPT.

MAR 20 1991

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Items 1 and 2 - Files 97-91-2 and 115-91-1

**Note:** These items were continued by the Finance Committee at its meeting of March 13, 1991.

**Department:** City Planning

**Items:** Ordinance amending the San Francisco Administrative Code by adding Section 31.46A thereto, to be operative through December 31, 1993, and by amending Section 31.46 to be operative January 1, 1994, concerning fees for environmental review procedures (File 97-91-2).

Ordinance amending Part II of the San Francisco Municipal Code (City Planning Code) by adding Article 3.5A, "Fees," to be operative through December 31, 1993, to impose new fees and change the amount of fees currently charged relating to Department of City Planning actions including the review of planning authorizations, and amending Article 3.5 to be operative January 1, 1994, and by adding a new Section 364.

**Purpose:** In order to finance the hiring of 16 new permanent positions and three temporary positions through FY 1991-92 for purposes of expediting the permit process, improving other planning services and financing new computer system and system maintenance costs, the proposed legislation would propose new fees, and changes in the amount of fees currently charged. These fees relate to the review and approval processes performed by the Implementation Division of the Department of City Planning, including environmental reviews (File 97-91-2) and the review of



planning authorizations (File 115-91-1). Also, surcharges would be imposed for purposes of financing new computer and computer related costs (Files 97-91-2 and 115-91-1).

**Description:**

The proposed ordinance (File 97-91-2) would amend the San Francisco Administrative Code by substituting a new set of fees in Section 31.46A, which would introduce new fees and increase existing fees for environmental reviews performed by the Department of City Planning. However, in the absence of positive action by the Board of Supervisors, Section 31.46A would cease to be effective on December 31, 1993, and fees charged for environmental reviews would revert to those currently in existence, as contained in Section 31.46, on January 1, 1994 (sunset clause). Fees for these services performed by the Department of City Planning were last increased in August of 1988. The proposed amendments would add new fees and increase existing fees as shown in Attachment 1.

The proposed ordinance (File 115-91-1) would amend various sections of the Planning Code by substituting a new set of fees in Section 3.5A, which would introduce new fees and increase existing fees charged for services performed by the Department of City Planning. However, in the absence of positive action by the Board of Supervisors, Section 3.5A would cease to be effective on December 31, 1993, and fees charged for planning services would revert to those currently in existence, as contained in Section 3.5, on January 1, 1994 (sunset clause). Fees for these services performed by the Department of City Planning were last increased in August of 1988. The proposed amendments would add new fees and increase existing fees as shown in Attachment 2.

The Department of City Planning estimates that the proposed fee increases will increase revenues in FY 1991-92 by \$736,435, from \$2,225,000 to \$2,961,435, or by approximately 33.1 percent. Attachment 3 shows the Department's estimate of the effect on revenues of the proposed new fees and fee increases. The Department anticipates that the additional revenues would be used to fund 12 additional permanent staff in order to expedite permit processing, environmental review services, and other services to the public. A listing of those positions is shown as follows:

- Information Counter Planner	1
- Permit Processing/Records Clerical support	3
- Office of Environmental Review Planners	5
- Landmarks Planner	1
- Conditional Uses Planner	1
- Administrative Support Staff	<u>1</u>
Total	12

Actual and estimated revenues and costs of the Department's Implementation Division operations for FY 1989-90, FY 1990-91, and FY 1991-92 are summarized as follows:

**Comparison of Revenues  
With Expenditures**

	FY 1989-90 Actual Based <u>on Existing fees</u>	FY 1990-91 Estimated Based <u>on Existing fees</u>	FY 1991-92 Estimated Based <u>on Proposed Fee increases</u>
Fee Revenues	\$2,476,723	\$2,225,000	\$2,961,435
Implementation Division Costs	<u>2,764,362</u>	<u>3,222,456</u>	<u>3,834,440</u>
Excess of Costs over Revenues	(\$247,639)	(\$997,456)	(\$873,005)

As the table above shows, the estimated revenues for FY 1991-92, which take into account these proposed new fees and fee increases, will not cover DCP's estimated costs, which include the 12 new positions for FY 1991-92. The shortfalls are covered by the General Fund. However, the 12 new permanent positions to be requested for expediting permit processing and improving other planning services would be financed by the amount of the new and increased fees being proposed (an estimated increase of \$736,435 for FY 1991-92)

According to Mr. Milt Edelin, Deputy Director of Planning, the additional staffing would enable processing times for applications and reviews to be reduced as follows:

Categorical Exemptions	5 days to 2 days
General Rule Exclusions	2 months to 5 weeks
Negative Declarations	6 months to 4 months
Environmental Impact Reports	12-18 months to 12 months
Variances	5 months to 3 months
Neighborhood Commercial Conditional Uses	3 months to 2 months
Non-Neighborhood Commercial Conditional Uses	Reduce average backlog from 50 to 35 cases
Permit processing	10 days to 5 days or less

In addition to the new fee revenues cited above, one-time and ongoing surcharges would be imposed on the new and existing fees charged by the Implementation Division to recover the costs associated with proposed new hardware and software systems. Those systems would be used to computerize activities associated with the Department's permit application processes, including updating the property information data base. The surcharge percentages associated with the proposed new computer system would finance the following items:

<u>Description</u>	<u>Cost</u>	<u>Surcharge</u>
Purchase of computer equipment	\$ 67,271 <sup>1</sup>	2.5% (one-time)
Developmental computerization <sup>2</sup>	143,579	5.4% (one-time)
Maintaining computerization system <sup>3</sup>	<u>228,917</u>	<u>8.6% (ongoing)</u>
Total	\$439,767	16.5%

The following three additional positions will be requested through FY 1991-92 for the one-time computerization development tasks.

1 Planner I	Update Block Books
1 Planner III	Rewrite Planning Code
1 Senior Clerk Typist	Planning Code Input

Additionally, four new permanent positions that would be requested to operate and maintain the computerized systems are as follows:

<sup>1</sup>Additional carryforward funds of \$210,660 for other needed computer equipment have been approved by the EIPSC.

<sup>2</sup>Three new positions through FY 1991-92

<sup>3</sup>Four new permanent positions

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

- 1 Planner IV Urban Systems Analyst
- 1 Data Entry Operator
- 1 Management Information Systems Specialist
- 1 Principal Clerk

Computerization of records and processes would be achieved over a multi-year period. Initial benefits to be gained are:

1. Public access through computers of the rewritten Planning Code.
2. Public access through computers to zoning and parcel information.
3. Public access through computers to status and location of permit applications.
4. Computer printout summarizing the basic zoning and restrictions for a parcel available to users, applicants and visitors.
5. Computers will automatically calculate basic measurable lot information such as rear yards, averaging, lot areas, and building square footage.

**Comments:**

1. According to Mr. Robert Passmore, Assistant Director for Implementation, Department of City Planning, the sunset clause has been added to the proposed legislation as an accommodation to those community interests that desire a check on whether the Planning Department's processing times and other planned enhanced services are actually realized.

2. At its meeting of March 14, 1991, the Planning Commission adopted an amendment to the proposed legislation that would require the Commission to conduct a public hearing at the end of FY 1992-93 to review whether the level of services provided by the Department of City Planning are as contemplated under the proposed legislation. The Planning Commission would, at that time, determine whether to initiate an ordinance to extend or to otherwise modify the fees related to the Department's application processes that are contained in the subject proposed legislation. The Planning Commission would provide a report on results of the public hearing with recommendations on its findings to the Board of Supervisors, within one month of the date of the public hearing.

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3. The Planning Commission has approved three related supplemental appropriation requests that the Department intends to submit to the Finance Committee separately from this proposed fee legislation. Those supplemental appropriations would request the previously described new positions, new computer equipment, and related costs.

4. The Electronic Information Processing Steering Committee (EIPSC) has reviewed and approved the Department's Three Year Information System Master Plan, which includes the computer equipment associated with this proposed legislation. However, EIPSC has reserved the projects in the System Master Plan subject to the Department returning to EIPSC with additional information.

5. A report titled "Management Audit of the City's Permit Processing System," conducted by the Budget Analyst and issued in October of 1989 contains the following recommendations that relate to the proposed legislation:

- Adjust existing fees to fully recover the costs of the Implementation Division.

6. A report titled "Management Audit of the Department of City Planning," conducted by the Budget Analyst and issued in December of 1988 contains the following recommendation that relates to the proposed legislation:

- Initiate action to restore up to a maximum of 12 positions in the Planning Department if, after the implementation of a representative number of the recommendations made in this report, such additional positions can be justified.

The Department of City Planning has provided documentation to the Budget Analyst reporting that a representative number of the recommendations made in the audit report either have been implemented or are in the process of being implemented.

7. The Finance Committee adopted various amendments to the proposed legislation at its meeting of February 27, 1991, which were referred to the City Planning Commission. The City Planning Commission by resolution adopted those amendments at its meeting of March 14, 1991.

8. In accordance with the request of the Finance Committee, the Planning Commission reviewed the proposed increase of Discretionary Review fees from the current \$50 to the

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proposed \$100 and decided to maintain the requested increase of \$100.

9. The proposed legislation is concerned with new fees, fee increases and new surcharges. As previously stated, requests by the Department for the new positions, computer equipment, and related costs that would be financed from the additional fee revenues would be the subject of future supplemental appropriation requests. Based on the previous extensive management audit review of the Department of City Planning by the Budget Analyst, it appears that the proposed fee increases, relating to the 12 new positions previously recommended by the Budget Analyst, are justified. Approval of the requested new surcharges appears to be a policy matter for the Board of Supervisors. However, given the fact that this legislation would result in fee increases of approximately 33.1 percent and result in new surcharges, the Budget Analyst believes that a more accurate fiscal review of this fee legislation should be made at the same time that the supplemental appropriation requests for the new positions and related costs are reviewed in order to assure that the fee revenues will fully recover the costs of the 19 new positions and related costs.

**Recommendation:** Continue this proposed legislation until the Mayor submits the companion legislation, containing a request for new positions and related costs, to the Board of Supervisors.

<u>Type of Review</u>	<u>Basis of Fee</u>	<u>Examples of Basis Amount</u>	<u>Existing Fee</u>	<u>Proposed Fee</u>	<u>Percentage Change</u>	<u>Remarks</u>
Initial evaluation of a project	Construction Cost	\$10,000	\$ 160	\$300	87.5	
		100,000	313	570	82.1	
		500,000	993	1,560	57.1	
		10,000,000	11,743	19,810	68.7	
		100,000,000	25,743	38,810	50.8	
Environmental Impact Report	Construction cost	150,000	7,000	11,000	57.1	For projects less than \$200,000, the amounts of \$7,000 and \$11,000 are for each 200 staff-hours or fraction thereof.
		950,000	8,125	13,100	61.2	
		15,000,000	20,600	34,090	65.5	
		75,000,000	37,100	54,340	46.5	
		100,000,000	42,100	59,340	41.0	
Letter of Exemption from Environmental Review	Each Letter		0	50		
Monitoring environmental mitigation measures	Each Project		0	Cost of time and materials		



Type of Approval or Review

Basis of Fee  
Examples of Basis Amount  
Existing Fee  
Proposed Fee  
Percentage Change  
Remarks

Reclassification of Property	Assessor's Block or portion thereof	1	\$ 750	\$1,000	33.3	
		9	2,750	3,000	9.1	
Conditional Use/ Coastal Zone Permit	Construction cost	\$10,000	275	325	18.2	
		500,000	1,526	1,807	18.4	
		10,000,000	25,926	30,682	18.3	
		100,000,000	94,426	107,882	14.3	
Variance	Construction cost	10,000	275	500	81.8	
		500,000	1,526	1,872	22.7	
		10,000,000	25,926	30,872	19.1	
		100,000,000	94,426	108,872	15.3	
Building Permit Review	Construction cost	10,000	45	60	33.3	
		100,000	180	213	18.3	
		1,000,000	1,530	1,663	8.7	
		10,000,000	11,830	15,063	27.3	
		100,000,000	110,830	132,063	19.2	
Building Demolition	Each application		100	200	100.0	
Sign Application	Each application		50	75	50.0	
Master Plan Referral	Each referral	Administrative	0	100		
		Planning Commis- sion Action	0	250		
Monitoring Projects	Each: Conditional User Coastal Zone Permit Variance		0	100		\$100 plus time and materials beyond two hours of staff time for monitoring conditions of approval.

<u>Type of Approval or Review</u>	<u>Basis of Fee</u>	<u>Examples of Basis Amount</u>	<u>Existing Fee</u>	<u>Proposed Fee</u>	<u>Percentage Change</u>	<u>Remarks</u>
Requests Relating to TDR <sup>1</sup> and Article 112 designated buildings	Construction Cost	Minor	0	0	0.0	
		Less the \$10,000 but not minor				
		\$10,000	100	200	100.0	
		20,000	100	438	338.5	Fees are in accordance with schedule for
		100,000	100	666	566.5	review of conditional use applications.
Designation of Landmark	Each application		0	100		
Amendment or rescission of Landmark	Each application		50	250	400.0	
Certificate of Appropriateness	Construction Cost	9,999	200	200	0	
		10,000	200	410	105.0	
		50,000	200	524	162	Fees are in accordance with schedule for review of conditional use applications.
Discretionary Review	Each application		50	100	100.0	
Letters of Zoning Compliance	Each application	Single family	0	50		
		Projects under 40 feet	0	100		
		Projects over 40 feet	0	250		

<sup>1</sup> Transfer of Development Rights.

<sup>2</sup> Article 11 of the Planning Code is concerned with preservation of buildings and districts of architectural, historical and aesthetic importance in the downtown area.

Item 3 - File 101-90-69

**Note:** This item was continued by the Finance Committee at its meeting of March 13, 1991.

**Department:** Department of Public Works (DPW)

**Item:** Supplemental Appropriation for various Capital Improvement Projects for the Department of Public Works.

**Amount:** \$2,328,354

<b>Source of Funds:</b>	1987 Street Improvement Bond Funds	\$1,800,000
	Interest earned on State monies from	
	Senate Bill No. 300 (Street Reconstruction)	<u>528,354</u>
	Total	\$2,328,354

**Description:** The proposed supplemental appropriation would be used to fund the estimated construction costs of three pavement renovation projects as follows:

Project  
Order No.

6424E - Alta St., east end to Montgomery St. Missouri St., 22nd St. to Sierra St. Montgomery St., Union St. to Greenwich St. Ridgewood Ave., Joost Ave. to Mangels Ave. 22nd St., Hoffman Ave. to Worth St.	\$1,348,354
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6453E - Mission St., Duboce Ave. to Army St.	500,000
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6506E - San Bruno Ave., Hale St. to Somerset St.	<u>480,000</u>
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Total	\$2,328,354
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**Comments:** 1. The DPW reports that 1987 Street Improvement Bond Fund monies were previously utilized to pay for the planning and design of the three proposed pavement renovation projects. Mr. Joe Ovadia of the DPW reports that the planning and design work is completed on Project Order 6424E, and the Department issued an Invitation for Bid for the necessary construction work on February 9, 1991. In response to the Invitation for Bid, the DPW received six written bids for the project on March 6, 1991. Of the six bids received by the DPW, Inter-Coastal a joint venture, which submitted a bid of \$1,056,315 was selected as the lowest qualified bidder. Mr. Ovadia reports that Inter-Coastal is a MBE/LBE firm which is registered with HRC. Mr. Ovadia advises that Inter-Coastal's MBE participation on the contract is 51 percent. As

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noted above, the DPW's original cost estimate for Project Order 6424E totaled \$1,348,354. The DPW now projects, based on the bid amount of \$1,056,315, submitted by Inter-Coastal, that the projected cost estimate for Project Order 6424E is as follows:

Construction Contract	\$1,056,315
Contingencies (10%)	105,632
Construction Management (10%)	<u>105,632</u>
Total	\$1,267,579

2. Since the DPW's cost estimate for Project Order 6424E is now \$1,267,579 or \$80,775 less than the original estimate of \$1,348,354, the proposed ordinance should be amended to reduce the supplemental appropriation amount by \$80,775 from \$2,328,354 to \$2,247,579.

3. Mr. Ovadia reports that DPW has not, as yet, selected contractors to perform the necessary construction work for Project Order's 6453E and 6506E. As such, the estimated construction costs for these projects, as noted above, do not reflect actual bid amounts for the respective projects. In addition, the Department is unable to provide the MBE/WBE status of the contractors. Therefore, the proposed ordinance should be amended to reserve \$980,000 (\$500,000 for Project Order 6453E and \$480,000 for Project Order 6506E) of the proposed supplemental appropriation, pending DPW's provision of budget details for these projects based on actual bid amounts and information regarding the MBE/WBE status of the contractors.

**Recommendations:** 1. Amend the proposed ordinance to reduce the supplemental appropriation amount by \$80,775 from \$2,328,354 to \$2,247,579.

2. Amend the proposed ordinance to reserve \$980,000 of the proposed reduced amount of \$2,247,579 supplemental appropriation, pending DPW's provision of budget details for Project Orders 6453E and 6506E based on actual bid amounts and information regarding the MBE/WBE status of the contractors.

3. Approve the proposed ordinance as amended.

Items 4 and 5 - File 101-90-72 and 102-90-14

**Note:** These items were continued by the Finance Committee at its meeting of March 13, 1991.

**Department:** Office of the Mayor - Employee Relations Division (ERD)

**Item:** Item 4 (File 101-90-72) is an ordinance appropriating \$232,985 for permanent salaries - miscellaneous, related mandatory fringe benefits and for professional and special services for the creation of one new Civil Service position.

Item 5 (File 102-90-14) is the companion ordinance amending the Annual Salary Ordinance which reflects the creation of the new Civil Service position.

**Amount:** \$232,985

**Source of Funds:** General Fund - General Reserve

**Description:** This supplemental appropriation is a request by the Mayor's Office for additional staffing and contractual authority to provide the Employee Relations Division with resources to implement the provisions of Proposition D, Police and Fire Bargaining and Arbitration. Proposition D, approved by the City's electorate in the November 1990 election, requires the City and safety officer organizations (police officer, firefighters and airport police) to negotiate, through collective bargaining procedures, wages, hours, benefits and working conditions ("terms of employment"). The provisions of Proposition D override any conflicting Charter provision, ordinance or departmental rule except for certain provisions of the Retirement System.

Responsibility for employee relations resided in the Board of Supervisors until December of 1988, when the function was transferred to the Mayor's Office. The firm of Liebert, Cassidy & Frierson had been retained by the Board of Supervisors to operate the City's Employee Relations Division while it was the responsibility of the Board. Following transfer of the function to the Mayor's Office, the firm has been on retainer, in the amount of \$2,500 per month, to provide advice and training to personnel assigned to the Employee Relations Division.



This supplemental request is to provide funds for retaining the firm of Liebert, Cassidy & Frierson to perform the collective bargaining tasks required by Proposition D. The Mayor's Office is requesting to engage Liebert, Cassidy & Frierson on a sole source basis because of the firm's experience with the City and with the firm's collective bargaining experience in a binding interest arbitration environment in other Bay Area localities.

Liebert, Cassidy & Frierson is neither an MBE nor a WBE firm. The Human Rights Commission (HRC) has approved the sole source engagement of Liebert, Cassidy & Frierson. According to Mr. Jeff Sloan of Liebert, Cassidy & Frierson, the rates that would pertain to the subject engagement are as follows:

<u>Position</u>	<u>Hourly Rates</u>
Paralegal	\$75
Associate	\$125-165
Partner	\$175-185

Mr. Sloan has informed the Budget Analyst that he estimates that the cost of the engagement for the legal services through June of 1991 would be approximately \$165,000 at an average hourly rate of \$155. However, Mr Sloan states that various factors, such as the number of bargaining units involved, the number of issues presented to the City as bargaining matters, whether arbitration is required, the number of issues that could require arbitration, and the level of attorneys assigned should arbitration be necessary, make it difficult to estimate the precise hours and levels of expertise that will be required.

In addition to the funding request for contractual services, the Mayor's Office is requesting \$9,632 to fund one new permanent position, an Employee Relations Assistant, for the balance of Fiscal Year 1990-91, commencing on March 25, 1991. According to the Mayor's Office, the proposed new position would be used to facilitate the wide range of research that will be necessary to present a competent case to arbitrators.

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The Mayor's Office proposes the following amendments to the Annual Salary Ordinance:

<u>Add</u>	<u>Position</u>	<u>Salary Range</u>	<u>Annual Salary at Step One</u>	<u>Annual Salary at Step Five</u>
1	AA04 Employee Relations Assistant	\$1,355 - \$1,642	\$35,366	\$42,856

ERD has provided the following budget of the proposed supplemental appropriation, which covers the period March 1, 1991 through June 30, 1991:

Permanent Salaries - Misc.

AA04 Employee Relations Assistant (7.0 pay-periods) \$9,485

Mandatory Fringe Benefits:

Social Security-MediCal 138  
Unemployment 9

Subtotal -Personnel \$9,632

Contractual Services

Liebert, Cassidy & Frierson 165,000  
Liebert, Cassidy & Frierson 8,353<sup>1</sup>

Subtotal \$173,353

Arbitration (46.7 days at \$750/day) 35,000  
Court Reporter 2,000  
Transcripts 8,000  
Expert Witness 5,000

Subtotal 50,000

Subtotal - Contractual Services 223,353

Total request \$232,985

<sup>1</sup> For work previously performed by Liebert, Cassidy and Frierson at the direction of the Board of Supervisors for legal services on the San Francisco Interns and Residents Association litigation.

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**Comments:**

1. Ms. Violeta Mosuela of the Clerk of the Board of Supervisors Office reports that total expenditures by the Board of Supervisors for the employee relations function in FY 1987-88 were \$178,998 litigation.

2. In FY 1988-89, the Board of Supervisors contracted with the firm of Liebert, Cassidy & Frierson on a retainer basis of \$15,028 per month. A total of \$75,140 was expended by the Board of Supervisors in the first five months of FY 1988-89 between July 1 and November 30, 1988 (five x \$15,028 per month) for employee relations activities. According to Ms. Mosuela, a total of \$105,196 was transferred from the Board of Supervisors budget to the Mayor's budget upon transfer of responsibility for the employee relations function on December 1, 1988. The \$105,196 represented the remaining funds allocated in the Board of Supervisors FY 1988-89 budget (seven months x \$15,028 per month) for the period December 1, 1988 through June 30, 1989.

3. Commencing on approximately December 1, 1988, the Mayor's Office received approval to increase the monthly retainer of Liebert, Cassidy & Frierson by \$13,972 per month from \$15,028 per month to \$29,000 per month, based on a significant increase in work required during the seven month period to negotiate over 36 new Memoranda Of Understanding (MOUs). Therefore, the total amount expended in FY 1988-89 for employee relations contractual duties was approximately \$278,140, \$75,140 in costs incurred under the Board of Supervisors and \$203,000 ( \$29,000 per month x seven months) in costs incurred by the Mayor's Office.

4. According to Mr. Claude Everhart, Deputy Mayor for Operations, ERD's current FY 1990-91 budget is as follows:

*Permanent Salaries	\$268,929
Mandatory Fringes	34,349
Professional Services	30,000**
Other Contractual Services	5,000
Travel	994
Training	426
Other Services	700
Telephone	6,500
Materials & Supplies	3,500
Rental of Property	<u>35,172</u>
Total	\$385,570

\*Includes the following positions:

- 1 1283 Director, Employee Relations
- 2 A112 Principal Employee Relations Representative
- 1 A113 Employee Relations Representative
- 1 1446 Secretary II
- 1 9786 Assistant to the Mayor III
- 1 9790 Assistant to the Mayor V (Whistleblower Program)

\*\*\$2,500 per month to Liebert, Cassidy & Frierson.

5. As reflected above, ERD's current budget of \$385,570 represents approximately a 39 percent increase over the employee relations costs in FY 1988-89. The proposed increase of \$232,985 reflects an additional 60 percent increase over the ERD's existing budget for FY 1990-91. As noted above, the proposed source of funding is the General Fund.

6. According to Ms. Maggie Jacobsen, Director of Employee Relations, the collective bargaining tasks required by Proposition D cannot be accomplished by existing ERD staff because of the legal expertise needed to prepare for possible arbitration and the experience needed in working with the City's organizations. Ms. Jacobsen states that the ERD has various new employees and that it is her expectation that, while ERD does not have sufficient experience at this time, the ERD staff would be able to assume such arbitration responsibilities when collective bargaining is again required in the future. Ms. Jacobsen states that should the current collective bargaining and/or arbitration tasks extend into FY 1991-92, additional funding would be required to retain Liebert, Cassidy & Frierson during that period. However, Ms. Jacobsen is unable, at this time, to provide an estimate of the costs for those contractual services, should they be required.

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7. Ms. Jacobsen reports that under the current contract with Liebert, Cassidy & Frierson, the firm has already initiated work on the current collective bargaining efforts on behalf of the City. The amendment to the contract will take effect on approximately March 1, 1991, and that, as a result, the City has incurred obligations to the firm. Therefore, the proposed legislation, if approved, should be amended to provide for the retroactive payment of expenses.

8. In addition to this proposed request of \$232,985, Ms. Jacobsen stated that there could still be a need for another supplemental appropriation request in an undetermined amount, in the current 1990-91 Fiscal Year for the services of Liebert, Cassidy & Frierson.

9. The requested contractual services amount is \$223,353, of which \$50,000 pertain to arbitration and arbitration-related services, including court reporter, transcripts and expert witness expenses. Should arbitration not be required, those costs may not be needed. Whether or not arbitration will be required will not be known until later in the collective bargaining process. Therefore, these contractual services costs, totalling \$50,000, should be reserved.

10. The Budget Analyst, Controller and the Mayor's Office recently projected a shortfall of up to \$158.3 million for the FY 1991-92 budget. Because of the projected shortfall, the Budget Analyst believes that the proposed ordinance, costing an additional amount of General Fund monies of \$232,353 for increased ERD costs for the remainder of FY 1990-91, and which would result in the creation of one new position, is a policy matter for the Board of Supervisors.

**Recommendations:** 1. Approval of this proposed legislation is a policy matter for the Board of Supervisors.

2. If this proposed legislation is approved, (a) amend the legislation to provide for retroactive payments for contractual services and (b) amend the legislation to reserve \$50,000 in contractual services, pending the actual need for such services.

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Items 6 and 7 - File 101-90-75 and 102-90-18

**Department:** Department of Public Health, Division of Mental Health, Substance Abuse and Forensic Services (DMSF)

**Item:** Item 1 (File 101-90-75) is an ordinance appropriating \$2,003,725 for permanent salaries - miscellaneous and nurses, related mandatory fringe benefits, and for medical service contracts. The proposed ordinance also funds three limited tenure "L" Civil Service positions.

Item 2 (File 102-90-18) is the companion ordinance amending the Annual Salary Ordinance which reflects the creation of the three limited tenure "L" Civil Service positions.

**Amount:** \$2,003,725

**Source of Funds:** Federal Block Grant (\$1,401,911) and Federal IV Drug User funds (\$633,722). The amount of Federal Block Grant and Federal IV Drug User funds totals \$2,035,633. However, the Department requests appropriation of \$2,003,725, as explained in Comment No. 5, below.

**Description:** The Department of Public Health's Division of Mental Health Substance Abuse and Forensic Services (DMSF) is requesting appropriation of Federal funds for continuing and new substance abuse treatment and prevention services provided by community non-profit agencies. In past years, DMSF has funded such substance abuse services, which are the subject of this legislation, through a combination of Federal and State grant funds. However, for FY 1990-91, the State reduced much of that funding and supplanted the reductions with new Federal Block Grant and Federal IV Drug User funds, which the State subvents to the Counties on an annual basis.

DMSF reports that these subventions from the State must be appropriated through the City's budget process instead of through the grant application process, and therefore, has submitted this supplemental appropriation ordinance and corresponding amendment to the Annual Salary Ordinance.

DMSF proposes the following amendments to the Annual Salary Ordinance:

<u>Add</u>	<u>Position</u>	<u>Bi-weekly Salary Range</u>	<u>Annual Position Salary at Top Step</u>
1	1823 L Senior Admin. Analyst	\$1,714 - \$2,084	\$54,392
1	2305 L Psychiatric Technician	\$1,078 - \$1,304	\$34,034
<u>1</u>	2320 L Registered Nurse	\$1,646 - \$1,926	<u>\$50,269</u>
3	Total		\$138,695

The proposed Civil Service positions would be classified as "L" positions, or "limited tenure" positions. These "L" positions would remain in the budget only for the duration of the funding from the State and Federal Governments.

DMSF has provided the following budget of the proposed supplemental appropriation, which covers the entire Fiscal Year 1990-91 (7/1/90 - 6/30/91):

Permanent Salaries - Misc.		
2305 L Psychiatric Technician		\$30,929
1823 L Sr. Admin. Analyst		<u>49,329</u>
Total Salaries - Miscellaneous		\$80,258
Permanent Salaries - Nurses		
2320 L Registered Nurse with night shift differential		51,531
Mandatory Fringe Benefits:		
Retirement		\$19,768
Social Security-Medical Tax		10,082
Health Service		4,402
Unemployment		132
Dental Insurance		<u>580</u>
Total Fringe Benefits		<u>34,964</u>
Total Personnel Costs		\$166,753

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Medical Service Contracts (Refer to Attachment for listing of amounts allocated to each medical service contractor)	1,836,972
Total Supplemental Request	\$2,003,725

**Comments:**

1. The proposed supplemental appropriation request does not involve the use of any General Fund monies.
2. The attachment shows the allocation of the Federal funds to the various drug abuse treatment and prevention programs. Two of the programs listed, the Tom Smith Substance Abuse Treatment Services and Community Substance Abuse Services Administration, totalling \$166,753, fund the salaries and fringe benefits of the three "L" positions described above. The remaining funds listed, totalling \$1,836,972, are for medical service contracts.
3. DMSF proposes to fund the following four new medical service contracts for 1990-91:

Drug Abuse Advisory Board  
Friendship House  
Regents of U.C. (SFGH Ward 93)  
San Francisco Suicide Prevention

Of these four contracts, the contract with the Regents of the U.C. (SFGH Ward 93) for methadone treatment services was originally funded in 1989-90 through local General Fund monies. In 1990-91, DMSF decided to eliminate the General Fund allocation for Ward 93 and is now proposing to fund Ward 93 through Federal Block Grant funding.

4. Ms. Monique Zmuda of DMSF advises that payments to the various contractors were withheld for 1990-91 pending the allocation of these funds from the State. The State notified DMSF of its allocation on November 6, 1990, and because of administrative delays DMSF is just now requesting appropriation of this allocation by the Board of Supervisors. Because the appropriated funds would pay for services which have been provided from July 1, 1990. The proposed ordinance should be amended to allow the Department to retroactively spend the funds from July 1, 1990.

5. As noted above, DMSF has proposed an appropriation of \$2,003,725 in Federal Block Grants and Federal IV Drug User funds, although the State allocation of Federal funds totals \$2,035,633, a difference of \$31,908. Ms. Zmuda advises that

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DMSF previously received approval to allocate \$31,908 in State subventions through the 1990-91 budget process for the Harriet Street Center. The State subsequently eliminated the funding as part of its budget reductions. DMSF advises that Federal IV Drug User funds, which are the subject of this legislation, would be used as a substitute funding source for the Harriet Street Center. Therefore, no subsequent action is needed to appropriate the \$31,908.

- Recommendations:**
1. Amend the proposed supplemental appropriation ordinance (101-90-75) to allow the Department of Public Health to retroactively spend the funds from July 1, 1990. Approve the proposed ordinance as amended.
  2. Approve the amendment to the Annual Salary Ordinance (102-90-18).



## COMMUNITY SUBSTANCE ABUSE SERVICES

FISCAL YEAR 1990 - 1991  
BUDGET SUPPLEMENTAL

REDUCTION IN STATE GENERAL FUNDS	AMOUNT	SUB-OBJECT
Harriet Street Center	<u>(31,908)(a)</u>	
SUBTOTAL - STATE GENERAL	<u>(31,908)</u>	
INCREASE IN FEDERAL BLOCK GRANT FUNDS		
Bay Area Addiction, Research & Treatment	34,510 (b)	1010
Baker Places	34,512 (b)	"
Bayview-Hunters Point Foundation	61,065 (b)	"
Center for Human Development	110,595 (c)	"
Drug Abuse Advisory Board	10,000 (d)	"
Friendship House	25,000 (e)	"
Haight Ashbury Free Medical Clinics	34,511 (b)	"
Horizons Unlimited	113,694 (f)	"
Liberation House	17,255 (b)	"
Mission Council on Alcohol Abuse for the Spanish Speaking	40,000 (g)	"
Multi-Cultural Training & Resource Center	66,531 (h)	"
National Council on Alcoholism	52,000 (h)	"
Regents of UCSF - PACE Program	17,255 (b)	"
Regents of UCSF Ward 93	55,000 (i)	"
San Francisco Suicide Prevention	10,000 (j)	"
State Department of Vocational Rehabilitation	40,479 (k)	"
Tom Smith Substance Abuse Treatment Services	104,735 (l)	See Footnote
Women's Alcoholism Center	65,000 (m)	1010
Walden House	22,261 (b)	"
Westside Community Mental Health	408,580 (n)	"
Women's Institute for Mental Health	16,910 (b)	"
CSAS Administration	<u>62,018 (o)</u>	See Footnote
SUBTOTAL - FEDERAL BLOCK	<u>1,401,911</u>	

## INCREASE IN FEDERAL IV DRUG USER (IVDU) FUNDS

Bay Area Addiction, Research & Treatment	9,960 (p)	1010
Bayview-Hunters Point Foundation	137,173 (p)	"
Haight Ashbury Free Medical Clinics	90,000 (p)	"
Harriet Street Center	110,247 (a)	"
Horizons Unlimited	12,000 (p)	"
Multi-Cultural Training & Resource Center	6,000 (p)	"
Regents of UCSF - PACE Program	20,000 (p)	"
Regents of UCSF Ward 93	40,000 (p)	"
Walden House	100,000 (p)	"
Westside Community Mental Health	97,600 (p)	"
Women's Institute for Mental Health	<u>10,742 (p)</u>	"

SUBTOTAL - FEDERAL IVDU 633,722

TOTAL SUPPLEMENTAL \$2,003,725

## FOOTNOTES: ..

(a) The reduction in State general funds allocated to Harriet Street is offset by an increase in IVDU funds.

(b) Required by State of California to continue Waiting List Grant Programs through the end of FY 1990/91.

(c) Former School Based Prevention Grant and School-Community Primary Prevention Program Grant continued through subvended State funds.

(d) To provide a training conference on grandparents of drug addicted children as requested and sponsored by the San Francisco Drug Abuse Advisory Board.

(e) To provide Campus grant development (\$15,000) and education /training and community organization consultation regarding alcohol and drug problems in San Francisco (\$10,000)

(f) To continue primary prevention activities formally funded through the Office of Substance Abuse Prevention (OSAP) (\$97,944) and \$15,750 required by State of California to continue Waiting List Grant Programs through the end of FY 1990/91.

(g) Continuation of outreach substance abuse treatment services in the Mission district of San Francisco.

(h) To continue primary prevention activities formally funded through the Office of Substance Abuse Prevention (OSAP)

- (i) To continue staffing of Methadone detoxification program at UCSF/SFGH.
- (j) To provide education/training and community organization consultation regarding alcohol and drug problems in San Francisco
- (k) To continue support of Vocational Rehabilitation services for men and women with substance abuse problems, was a Federal Grant in FY 1989/90.
- (l) To continue a 2320 Registered Nurse and a 2305 Psychiatric Technician at the Tom Smith Substance Abuse Treatment Center SFGH/Ward 23, these positions were grant funded in FY 1989/90 and funds have been reclassified to Block Grant funds by the State. Total salaries and fringe benefits of \$104,735 per attached schedule.
- (m) To continue primary prevention activities formally funded through the Office of Substance Abuse Prevention (OSAP).
- (n) To continue High Risk Multiple Youth Grants (\$311,000) reclassified by the State; to continue primary prevention activities (\$79,980) formally funded through the Office of Substance Abuse Prevention (OSAP); and (\$17,600) required by State of California to continue Waiting List Grant Programs through the end of FY 1990/91.
- (o) To continue a 1823 Senior Administrative Analyst position at CSAS Administration now subvened by the State. Total salaries and fringe benefits of \$62,018 per attached schedule.
- (p) The State of California shifted these funding sources from State subvention to IVDU. This allocates the IVDU funds accordingly.



Item 8 - File 101-90-76

**Department:** Department of Public Health (DPH),  
San Francisco General Hospital (SFGH)

**Item:** Supplemental Appropriation Ordinance for a facilities maintenance project (renovation of office space) and a capital improvement project (nuclear laboratory relocation) for SFGH.

**Amount:** \$300,000

**Source of Funds:** Funds paid to San Francisco General Hospital by the Gladstone Foundation pursuant to the Foundation's lease agreement with SFGH.

**Description:** The Gladstone Foundation, a non-profit cardiovascular research institute, has leased space at San Francisco General Hospital (SFGH) since 1977. The Foundation recently requested that SFGH provide the Foundation with additional space and the two parties agreed to negotiate a completely new lease. The Board of Supervisors approved this lease in January, 1990 (File 65-89-10). Under the terms of the new lease, Gladstone Foundation agreed, among other considerations, to pay \$300,000 to SFGH at the beginning of the leasehold term. In return, SFGH agreed to reduce the Foundation's rent and utilities charges by \$150,000 in fiscal years 1992-93 and 1993-94, for a total rent and utility reduction of \$300,000. Goldstone Foundation and SFGH agreed to these terms in order for SFGH to have a lump sum to pay for the proposed two capital improvement projects.

The proposed supplemental appropriation in the amount of \$300,000 would be used to pay for the two capital improvement projects at SFGH. The first project involves the renovation of Ward 24, which is located in the SFGH's Building 20. This space is currently used by SFGH's Billing Department. The second project involves the relocation of SFGH's Nuclear Medicine Department to the ground floor of SFGH's main hospital building.

The additional space which has been leased by the Gladstone Foundation is located in SFGH's Building 9 (3rd floor) and is currently occupied by the Professional Fee Billing Unit. Gladstone will use this additional space to expand their cardiovascular research laboratories at SFGH. SFGH is proposing to relocate the Professional Fee Billing Unit to Ward 24, after the renovation has been completed, in order to consolidate it with the SFGH's Billing Department. According to SFGH, the consolidation of these activities into a

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single site will result in increased efficiencies both administratively and operationally. SFGH is proposing to use \$150,000 of the proposed \$300,000 supplemental appropriation to pay for the renovation of Ward 24 as follows:

<u>Project Budget</u>	
Demolition and Debris Removal	\$10,000
Electrical Work	18,500
Painting	23,000
Flooring	17,000
Partitions	25,000
Doors and Frames	2,000
Cabinets and Counters	3,000
Furniture	5,000
Heating System	17,000
Architectural Fees	4,496
Construction Overhead (12.1%)	18,075
Project Contingency (4.6%)	<u>6,929</u>
Total	\$150,000

SFGH's Nuclear Medicine Department is currently located in the basement of Building 100. According to SFGH, this building does not meet the construction codes required of inpatient facilities and, as such, has become a serious licensure and accreditation issue. According to SFGH, it would be more efficient and less costly to move the Nuclear Medicine Department to the ground floor of the main Hospital building than to attempt to bring Building 100 up to the strict standards of the hospital building codes. The SFGH is proposing to use \$150,000 of the proposed \$300,000 supplemental appropriation to pay for a portion of the cost to relocate the Nuclear Medicine Department. In addition to the \$150,000, SFGH reports that the SFGH has identified \$627,845 in State grant funds and \$1,029,166 in General Fund monies, (\$571,000 appropriated in the 1988-89 SFGH budget and \$458,166 appropriated under File 101-83-4) for a total (including this request) of \$1,807,011 to fund the relocation of this Department as follows:

Project Budget

Program Planning and Design	\$189,000
Base Construction	1,339,080
Construction Contingency	80,345
State Permit Fees	20,086
Bureau of Architecture Administration Fees	33,000
Bureau of Architecture Inspection Fees	35,000
Consulting Architect	<u>110,500</u>
Total	\$1,807,011

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**Comments:**

1. Ms. Kathy Murphy of SFGH reports that the Gladstone Foundation agreed to pay SFGH the \$300,000 at the beginning of the leasehold term, as a condition for being allowed to lease the additional space in Building 9. Under the terms of the lease, the Foundation also agreed to (1) pay market rental rates on the additional leased space (under the previous lease, the Foundation paid SFGH \$12 annually for the rent, a rate which was originally negotiated by SFGH in order to attract research institutes to locate at the hospital), (2) begin to pay market rental rates on the entire leased property in 1992, (3) pay a prorata share of SFGH's, utilities, maintenance and repair expenses based on the Foundation's total number of leased square feet, and (4) improve the newly leased space at its own expense. Based on these terms, Ms. Murphy estimates that SFGH will be paid by Gladstone (1) \$532,851 (the \$300,000 as cited above to pay the upfront costs for the proposed capital improvement projects plus \$232,851 for rental and utilities payments) in FY 1990-91, (2) \$291,444 (for rental and utilities payments) in FY 1991-92, (3) \$153,547 (\$303,547 for rental and utilities payments less \$150,000) in FY 1992-93 and (4) \$165,651 (\$315,651 for rental and utilities payments less \$150,000) in FY 1993-94.

2. The Capital Improvement Advisory Committee reports that the proposed supplemental appropriation is in conformity with the Six-Year Capital Expenditure Plan.

3. Ms. Kathy Jung of SFGH reports that the Bureau of Architecture has not, as yet, selected the consulting architect or the contractor to perform the necessary construction work, for the relocation of the Nuclear Medicine Department. As such, the estimated total cost of \$1,807,011 to fund this project does not reflect actual contract amounts for these services. In addition, the SFGH is unable to provide the MBE/WBE status of the contractors. Therefore, the proposed \$150,000, which would fund a portion of this project, should be placed on reserve pending the provision of budget details on the project which reflect actual contract amounts for the consulting architect and the construction work, along with information on the MBE/WBE status of the contractors.

4. Ms. Murphy reports that the renovation of Ward 24 is currently in process. Ms. Murphy advises that SFGH has been using funds from its Facilities Maintenance account to pay for the renovation costs. According to Ms. Murphy, the proposed \$150,000 from Gladstone Foundation would be used to reimburse the Facilities Maintenance account.

5. Ms. Murphy advises that the renovation of Ward 24 is being primarily handled by in-house SFGH staff. However,

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subcontractors were selected, through the Purchasing Department, to perform certain aspects of the renovation. These subcontractors are as follows:

<u>Contractor</u>	<u>Contract Amount</u>
1. W. Wong Construction (MBE firm certified by HRC)	\$20,047
2. McClure Electric (neither an MBE or WBE firm)	18,720
3. KMF Associates (neither an MBE or WBE firm)	7,550
4. Western Plumbing & Heating Co. Inc. (neither an MBE or WBE firm)	<u>3,196</u>
	\$49,513

6. Mr. Eric Miller of SFGH reports that, including the above contractual services, a total of approximately \$114,000 of the proposed \$150,000 has been expended to date for the renovation of Ward 24. Mr. Miller anticipates that the remaining \$36,000 will be expended for in-house services. Since SFGH has already expended \$114,000 for the renovation of Ward 24, approval for this project request should be made on a retroactive basis.

- Recommendations:**
1. Amend the proposed ordinance to reserve the \$150,000 for the relocation of the Nuclear Medicine Department, pending SFGH's provision of budget details on the project which reflect actual contract amounts for the consulting architect and the construction work, along with information on the MBE/WBE status of the contractors.
  2. Amend the proposed ordinance to provide for retroactive payments on the facilities maintenance project (Ward 24).
  3. Approve the proposed ordinance as amended.

Item 9 - File 101-90-77

**Department:** Public Utilities Commission (PUC)  
Municipal Railway (Muni)

**Item:** Supplemental Appropriation Ordinance for capital improvements (Security Improvements)

**Amount:** \$167,243

**Source of Funds:** Transportation Development Act Grant

**Description:** The Muni is proposing to appropriate \$167,243 in FY 1986-87 State Transportation Development Act (TDA) grant funds for the purpose of installing a security fence and gates at the Muni's Kirkland Yard. Kirkland Yard is a Muni operating (as opposed to "maintenance") facility located in the Fisherman's Wharf area at North Point and Scott Streets.

The Metropolitan Transportation Commission (MTC) allocates funds to the Muni from TDA sales tax revenues for capital improvements approved by the Board of Supervisors. Previous amounts of \$1,339,541 and \$93,800 were appropriated in March and July of 1987, respectively, for a total allocation to date of \$1,433,341. The \$167,243 represents the balance of the total FY 1986-87 TDA allocation of \$1,600,584.

The work to be accomplished consists of installing a ten-foot high perimeter steel picket fence and five electrically operated sliding gates at various Kirkland Yard locations. The estimated cost for the work to be accomplished is \$504,925, including a ten percent contingency. The project budget and schedule are shown below.

**Project Budget:** Muni Engineering

Project Management	\$ 7,881	
Engineering Services	29,358	
Construction Engineer	<u>14,486</u>	
Total - Muni Engineering		\$51,725

Contractor Services

Construction	\$412,000	
Construction Contingency	<u>41,200</u>	
Total - Contractor Costs		<u>\$453,200</u>

Total Project Budget		\$504,925
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<b>Project Schedule:</b>	Advertise	April 17, 1991
	Open Bids	May 22, 1991
	Award Contract	June 25, 1991
	Notice to Proceed	July 22, 1991
	Scheduled Completion	January 17, 1992

**Indirect Costs:** None permitted.

**Comments:**

1. The PUC by Resolution No. 91-0033, approved on January 22, 1991, requested the Mayor to recommend to the Board of Supervisors this supplemental appropriation to fabricate and install security fencing and gates at various Kirkland Yard locations.
2. In accordance with Section 3.010 of the Administrative Code, the Capital Improvement Advisory Committee (CIAC) has reviewed the subject request. The CIAC reports that the request is in conformity with the Six-Year Capital Expenditure Plan and recommends approval of the request.
3. According to Ms. Kathleen Kelly of the PUC, the PUC did not previously request to expend the \$167,243 in FY 1986-87 TDA funds because the proposed Kirkland Yard fencing project is the first high priority project for Muni that required additional funding since the previous appropriations.
4. Ms. Kelly reports that the source of the remaining \$337,582 (\$504,925 total project budget less \$167,243 proposed supplemental appropriation) required for the project would be Federal Urban Mass Transportation Administration (UMTA) funds that have previously been approved by the Board of Supervisors for security purposes.
5. Mr. Arnold Baker, Director of Contract Compliance for the PUC, reports that the Disadvantaged Business Enterprise (DBE) goal for the subject project is expected to be 30 to 35 percent. Mr. Baker also reports that the PUC's DBE utilization on construction contracts was approximately 33.9 percent for the Federal FY 1989-90, ended September 30, 1990, and that the percentage for the first quarter of the Federal FY 1990-91 was approximately 35.5 percent. The PUC reports its contract compliance statistics on the Federal fiscal year because the great majority of its contracts require that reporting.

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6. As the above schedule indicates, MUNI has not yet received the bids for the proposed Kirkland Yard project. As a result, MUNI cannot identify the contractor selected, the actual amount of the contract, or the MBE/WBE status of the contractors. The requested \$167,243 should therefore be placed on reserve pending the availability of this information.

**Recommendation:** Reserve the proposed \$167,243 request pending the selection of the contractors, the amount of the contract and the MBE/WBE status of the contractors. Approve the proposed ordinance, as amended.



Item 10 - File 27-91-1

**Department:** Airports Commission

**Item:** Ordinance approving Modification No. 2 of the Lease and Use Agreement between Qantas Airways, Ltd., and the City and County of San Francisco acting by and through its Airports Commission.

**Description:** The existing lease with Qantas Airways is for a 30-year term from July 1, 1981 to June 30, 2011.

The proposed lease modification would develop a portion of the undeveloped space on the fourth level in the International Terminal for a VIP lounge and delete space in Boarding Area D in the International Terminal presently used for a VIP lounge.

<u>International Terminal</u>	<u>Square Feet</u>	<u>Category</u>
Add: Fourth Level	3,677	II
Delete: Boarding Area D	2,545	II

Airport space categories are defined as follows:

Category I	Ticket Counters and Hold Rooms (waiting areas by gates).
Category II:	Ticket Counter Back Offices, VIP Clubs, Baggage Claim Lobbies.
Category III	Administrative and Operations Offices (basement level)
Category IV	Baggage Handling Areas
Category V:	Unenclosed or Covered Areas (ramp level)

**Comments:** 1. Qantas Airways, Ltd., Lease and Use Agreement Modification No. 2 was adopted, February 5, 1991, by Airports Commission Resolution No. 91-0029.

2. The proposed deletion of 2,545 square feet of space and the addition of 3,677 square feet of space would result in a net increase of 1,132 square feet of Category II space for Qantas Airways. The total amount of space that would be leased by Qantas Airways as a result of the proposed modification No. 2 is as follows:

<u>Exclusive Use</u>	<u>Square Feet</u>
Category I	492
Category II	6,137
Category III	<u>2,846</u>
Total	9,475

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<u>Joint Use</u>	<u>Square Feet</u>
Category I	36,492
Category II	348
Category III	1,373
Category IV	<u>17,110</u>
Total	55,323

3. The annual revenues to the Airport for the space that would be vacated and added are approximately a \$70,140 decrease and an \$101,338 increase, respectively, for a net increase of \$31,198. According to Ms. Angela Gittens of the Airports Commission, total annual revenues to the Airport from Qantas Airways for exclusive use space would therefore be increased from \$239,526 to \$270,724, or by \$31,198, as a result of the proposed ordinance.

4. Ms. Gittens reports that the Airport intends to use the vacated space as a transit lounge.

**Recommendation:** Approve the proposed ordinance.



Item 11 - File 147-91-1

**Note:** This item was continued at the March 13, 1991 Finance Committee meeting.

**Department:** San Francisco Public Library

**Item:** Resolution to apply for, accept, and expend a continuation of Federal grant funds.

**Grant Amount:** Not to exceed \$34,530

**Source of Funds:** U.S. Department of Education, Library Services and Construction Act Funds

**Grant Period:** October 1, 1991 through September 30, 1992

**Project:** Project Read Learner's Support Services

**Description:** Project Read is the Public Library's adult literacy program. Trained volunteers provide free confidential tutoring to English speaking adults who lack basic reading and writing skills. The proposed grant would continue Learner's Support Services for another year through September 30, 1992. The proposed grant is designed to increase literacy skills of 250 students, by providing writing workshops and consultations with reading specialists. The proposed grant is also designed to increase support services to 250 students, by providing monthly phone calls to the students and by sponsoring a student recognition event.

**Grant Budget:**

Contractual Services:	
Salaries (.8 FTE)	\$21,216
Fringe Benefits	2,970
Supplies	1,500
Other	<u>7,200</u>
Total Contractual Services	\$32,886
Indirect Costs	<u>1,644</u>
Grant Total	<u>\$34,530</u>

**Required Match:** None.

**Indirect Costs:** \$1,644 or 5 percent of Total Contractual Services

**Number of Persons Served:** 250 Adults

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**BUDGET ANALYST**

**Comments:**

1. According to Ms. Ana Linder of the Public Library, the Public Library intends to contract with the Friends of the San Francisco Public Library (FSFPL), a non-profit organization, to provide the Project Read contractual support services. Ms. Linder notes that this contract would be awarded on a sole-source basis because of the unique relationship between the FSFPL and the Project Read Program. Ms. Linder reports that the FSFPL started Project Read in 1983 and since that time has been the sole contractor of all Project Read's Federal and State grants. Consequently, the FSFPL staff is very knowledgeable of the Project Read Program and services. In addition, the FSFPL provides grant administration services free of charge.

2. Ms. Linder reports that the application for these grant funds was submitted in November, 1990. Therefore, the proposed resolution should be amended to authorize the Public Library to apply for the proposed grant retroactively.

3. The Public Library will not be notified about the award of the proposed grant funds until May, 1991. If the Public Library receives the award, the Public Library should submit a subsequent resolution to accept and expend the awarded grant funds.

4. The Public Library has completed a Summary of Grant Request form which is attached.

5. Ms. Linder states that the proposed grant amount has increased from \$23,589 for Learner's Support Services beginning on October 1, 1990 to \$34,530 for Learner's Support Services beginning on October 1, 1991. This represents approximately a 46.4 percent increase in proposed grant funds.

**Recommendation:** Amend the proposed legislation to delete the accept and expend clause and to authorize the Public Library to apply for the proposed grant retroactively.

Sponsor U.S. DEPT. OF EDUCATION  
Contact Person MARION STEWARD  
Address GRANTS & CONTRACT SERVICE  
R.O. BOX #3 ROOM 3653  
7th St. & D Street  
WASHINGTON D.C. 20702-4729  
Mount. Request 34,530  
From 10/1/91 To 9/30/92  
Library Commission 12/4/90

Division LIBRARY  
Section PROJECT READ  
Contact Person ANA LINDER  
Telephone 557-4388  
Application Deadline 11/9/90  
Notification Expected 7/1/91  
Board of Supervisors: Finance Committee \_\_\_\_\_  
Full Board \_\_\_\_\_

Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (supplementation) grant in the amount of \$ 34,530 from the period of 10/1/91 to 9/30/92 to provide STUDENT SUPPORT services.

Summary: (Concise description of project, including purpose, objectives, and personnel)  
PROJECT READ IS THE ADULT LITERACY PROGRAM OF THE S.F. PUBLIC LIBRARY. IT OFFERS ENGLISH TEACHING ADULTS WHO LACK BASIC READING & WRITING SKILLS FREE, CONFIDENTIAL TUTORING BY TRAINED VOLUNTEERS. BY CONTRACTING WITH THE FRIENDS OF THE S.F.P.L., WE PROPOSE TO CREATE A STRUCTURE AND OPPORTUNITY FOR 250 ADULT LEARNERS TO INCREASE THEIR EDUCATION AND CONTRIBUTION TO THE PROGRAM AND TO EACH OTHER.

Outcomes/Objectives:  
INCREASE SUPPORT SERVICES TO 250 LEARNERS TO INCLUDE: MONTHLY PHONE CALLS AND STUDENT RECOGNITION EVENT. INCREASE LITERACY SKILL OF 250 LEARNERS BY PROVIDING WRITING WORKSHOPS AND CONSULTATIONS WITH READING SPECIALISTS.

Effects of Reduction or Termination of These Funds:  
THESE PLANS CALL FOR THE DEVELOPMENT OF A LEARNER COUNCIL WHO WILL BE ABLE TO CARRY OUT SUPPORT ACTIVITIES. INSTRUCTIONAL ACTIVITIES WILL BE REDUCED BY ONE HALF.

Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Ren. Match	Approved by
Grant Amount						
Personnel						
Equipment						
Contract Svc.			32,886			
Mt. & Supp.						
Fees/Utilities/Space						
Other						
Indirect Costs			1,644			
Data Processing						
Personnel						
CSC						
CSC						
Actual			32 hrs wkly			

Use of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source, attach Request for Encrypted Funds)



Item 12 - File 147-91-2

**Note:** This item was continued at the March 13, 1991 Finance Committee meeting.

**Department:** San Francisco Public Library

**Item:** Resolution to apply for, accept, and expend a continuation of Federal grant funds.

**Grant Amount:** Not to exceed \$25,477

**Source of Funds:** U.S. Department of Education, Library Services and Construction Act Funds.

**Grant Period:** October 1, 1991 through September 30, 1992

**Project:** Project Read Tutor Support Services

**Description:** Project Read is the Public Library's adult literacy program. Trained volunteers provide free confidential tutoring to English speaking adults who lack basic reading and writing skills. The proposed grant would continue Tutor Support Services for another year through September 30, 1992. The proposed grant is designed to improve tutoring skills, by providing tutors with six continuing education sessions. The proposed grant is also designed to increase tutor support services, by providing tutors with reading specialist consultations, support groups, monthly phone calls, and a tutor recognition event.

**Grant Budget:**

Contractual Services:	
Salaries (.5 FTE)	\$14,000
Fringe Benefits	1,960
Supplies	1,500
Other	<u>6,775</u>
Total Contractual Services	\$24,235
Indirect Costs	<u>1,212</u>
Grant Total	\$25,447

**Required Match:** None.

**Indirect Costs:** \$1,212 or 5 percent of Total Contractual Services

**Number of  
Persons Served:** 350 Tutors

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**Comments:**

1. According to Ms. Ana Linder of the Public Library, the Public Library intends to contract with the Friends of the San Francisco Public Library (FSFPL), a non-profit organization, to provide the Project Read contractual support services. Ms. Linder notes that the contract would be awarded on a sole-source basis because of the unique relationship between the FSFPL and the Project Read Program. Ms. Linder reports that the FSFPL started Project Read in 1983 and since that time has been the sole contractor of all Project Read's Federal and State grants. Consequently, the FSFPL staff is very knowledgeable of the Project Read Program and services. In addition, the FSFPL provides grant administration services free of charge.
2. Ms. Linder reports that the application for these grant funds was submitted in November, 1990. Therefore, the proposed resolution should be amended to authorize the Public Library to apply for the proposed grant retroactively.
3. Ms. Linder reports that the Public Library has requested grant funds in the amount of \$25,447. Therefore, the proposed resolution should be amended to authorize the Public Library to apply for an amount not to exceed \$25,447, instead of \$25,477.
4. The Public Library will not be notified about the award of grant funds until May, 1991. Therefore, the Public Library should only apply for the grant funds at this time. When the Public Library receives modification of the grant award, the Public Library should submit a subsequent resolution to accept and expend the awarded grant funds.
5. The Public Library has completed a Summary of Grant Request form which is attached.
6. Ms. Linder states that the proposed grant amount has increased from \$20,413 for Tutor Support Services beginning on October 1, 1990, to \$25,447 for Tutor Support Services beginning on October 1, 1991. This represents approximately a 24.6 percent increase in proposed grant funds.

**Recommendation:** Amend the proposed legislation to delete the accept and expend clause, to change the proposed grant request amount from \$25,477 to \$25,447 and to authorize the Public Library to apply for the proposed grant retroactively. Approve the proposed resolution as amended.

Sponsor U.S. DEPT. OF EDUCATION  
 Contact Person MARION STEWARD  
 Address GRANTS & CONTRACT SERVICE  
R.O. BOX #3 ROOM 3653  
7th St. & D Street  
WASHINGTON, D.C. 20541  
 Amount Requested \$25,447 70702-4729  
 Term: From 10/1/91 To 9/30/92  
 Library Commission 12/4/90

Division LIBRARY  
 Section PROJECT READ  
 Contact Person ANA LINDER  
 Telephone 557-4388  
 Application Deadline 11/9/90  
 Notification Expected 7/1/91  
 Board of Supervisors Finance Committee  
 Full Board                     

Item Description: Request to (apply for) (except and expend) a (new) (continued) (renewal) (modification) (grant in the amount of \$ 25,447 from the period of 10/1/91 to 9/30/92 to provide TUTOR SUPPORT services.

Summary: (Concise summary of the project, including a brief description of the project and its purpose)  
PROJECT READ IS THE ADULT LITERACY PROGRAM OF THE S.F. PUBLIC LIBRARY. IT OFFERS ENGLISH  
TEACHING ADULTS WHO LACK BASIC READING & WRITING SKILLS FREE, CONFIDENTIAL TUTORING BY  
UNPAID VOLUNTEERS. BY CONTRACTING WITH THE FRIENDS OF THE S.F.P.L., WE PROPOSE TO  
RECRUIT AND IMPROVE SUPPORT AND INSTRUCTIONAL SERVICES TO 350 VOLUNTEER TUTORS.

Outcomes/Objectives:  
INCREASE TUTORING SKILLS OF 350 TUTORS BY PROVIDING 6 CONTINUING EDUCATION SESSIONS.  
INCREASE SUPPORT SERVICES TO 350 TUTORS WITH MONTHLY PHONE CALLS, A RECOGNITION EVENT,  
CONSULTATIONS WITH READING SPECIALISTS AND SUPPORT GROUPS.

Effects of Reduction or Termination of These Funds:  
TUTOR COUNCIL WILL BE FORMED TO CONTINUE SUPPORT SERVICES. OTHER SERVICES WILL BE  
INTEGRATED INTO THE PROGRAM.

#### Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount						
Personnel						
Equipment						
Contract Svc.			<u>24,235</u>			
Mat. & Supp.						
Utilities/Space						
Travel						
Direct Costs			<u>1,212</u>			
Data Processing						
Personnel						
CSC						
CSC						
Actual			<u>20 hrs/wk</u>			

(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Grant funded employees be retained after this grant terminates? If so, How?

Contractual Services: Open Bid                      Sole Source                      \* (If sole source, attach Request for Quotation Form)





Item 13 - File 64-91-3

**NOTE:** This item was continued by the Finance Committee at its meeting of March 6, 1991.

**Department:** Department of Public Works (DPW),  
Clean Water Program,  
Bureau of Environmental Regulation and Management

**Item:** Resolution authorizing a new lease of real property

**Location:** Bayview Plaza Shopping/Office Center, 3rd Street and Evans Avenue, Suite 600 (portion of 2nd floor)

**Purpose of Lease:** Office space for the DPW, Bureau of Environmental Regulation and Management staff and the Clean Water Program's Records Center

**Lessor:** Sangyong Yashima Future Development

**No. of Sq. Ft. and Cost per Month:** 10,740 sq. ft. @ \$1.16/sq. ft./month = \$12,458 per month

**Annual Cost:** \$149,496

**Utilities and Janitor Services Provided by:** Janitorial services provided by lessor and utilities paid by the City.

**Term of Lease:** 30 days after completion of the required alterations by the lessor through June 30, 1996

**Scheduled Rent Increases:** No rent increases until July 1, 1993, after which rent would be increased five percent a year until 1996.

**Right of Renewal:** The DPW has the option to renew the proposed lease on July 1, 1996 for an additional five years.

**Source of Funds:** Clean Water Operating Fund

**Comments:** 1. The DPW plans to locate 49 employees at the proposed location, including 44 employees from the Bureau of Environmental Regulation and Management and five employees from the Clean Water Program's Records Center. Of the 44 DPW Bureau of Environmental Regulation and Management staff, 31 currently occupy two separate areas of the City-owned Southeast Water Pollution Control Plant at 750 Phelps Street at no cost to the City. 26 of these employees

are located in building 850 at 750 Phelps and five Bureau employees occupy a temporary trailer that belongs to a private contractor also located at 750 Phelps Street at no cost to the City. The remaining 13 employees are existing positions which the Bureau is in the process of filling to meet an increasing workload. The 26 Bureau employees located at 750 Phelps occupy 2,880 square feet, or an average of 111 square feet per person. The additional 13 employees would reduce the average square feet per person to approximately 74 square feet per person. The Bureau of Environmental Regulation and Management, which used to be the Industrial Waste Division, is a relatively new division within the DPW. As such, the DPW would like to consolidate the Bureau staff within the same office.

2. Mr. Medberry further reports that the proposed increased office space at the Bayview Plaza Shopping Center is needed because the current space will not be able to accommodate the additional authorized positions that the Bureau is in the process of filling. The DPW is able to hire additional staff during a City-wide hiring freeze because the positions are for Federal and State mandated health and safety programs. According to Mr. Medberry, the five Bureau staff who occupy the private contractor's trailer at 750 Phelps Street are also working in overcrowded conditions. If the proposed resolution is approved, Mr. Medberry indicates that the trailer would be returned to its owners.

3. The DPW reports that the space vacated by the 31 staff who occupy the Southeast Water Pollution Control Plant at 750 Phelps would be absorbed by the Bureau of Water Pollution Control Engineering and Training staff who currently reside in the Southeast Water Pollution Control Plant to alleviate overcrowding at that facility. According to Mr. Steve Mullinix of the DPW, 22-25 of the Engineering Technical Services staff would move into the vacated space. Health and Safety Training staff would absorb the remaining vacated space. Mr Mullinix reports that the Training staff do not currently have office space designated per employee. Many of the employees share desks and some are occupying non-office space such as conference rooms.

4. The Clean Water Records Center is currently housed in a rented trailer located in the parking lot at 1550 Evans for \$435 a month to rent the trailer and \$1,000 a month to rent the parking space for the trailer for a total of \$1,435 a month. The Clean Water Program's staff includes four full-time employees and one half-time employee. The trailer was not included in the original Clean Water Program's lease and on January 1, 1991 the landlord requested that CWP remove the

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trailer from the premises. Mr. Bob Badgely of the Clean Water Program advises that the trailer is inadequate to house the staff and equipment of the Records Center.

5. Clean Water Program's Record Center and the Bureau of Environmental Regulation and Management are both funded through the City's Sewer Service Charge.

6. The proposed location at Bayview Plaza Shopping/Office Center contains 10,740 square feet and is in shell condition. Renovations would be performed by the lessor prior to commencing the proposed lease. Therefore, the Department of Real Estate was unable to provide the square footage of conference rooms and other non-office space areas. The Real Estate Department, however, provided an estimate of the Record Center space at 2,400 square feet. The remaining space would be 8,340 square feet or approximately 170 square feet per staff member.

7. Mr. Phil Aissen of the Real Estate Department reports that the proposed rental amount of \$1.16 per square foot for the Bayview Plaza Shopping/Office Center is in accordance with the fair market value of the property.

8. The proposed new lease of property would increase the rental cost for the City from \$1,435 per month or \$17,220 annually to a proposed \$12,458 per month or \$149,496 annually, an overall increase of \$132,276 annually.

**Recommendation:** Given an increased rental cost to the City in the amount of \$132,276 annually, we consider the proposed resolution to be a policy matter for the Board of Supervisors.

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Item 14 - File 28-91-2

**Department:** Public Utilities Commission (PUC),  
Water Department

**Item:** Resolution approving emergency expenditure for repair to Bay Division No. 4, an 84-inch water transmission main at Edgewood Road east of Cordilleras Road in the City of Redwood City.

**Amount:** \$150,000

**Source of Funds:** Transfer from Construct Fences Fund to Water Main Replacement Fund

**Description:** The PUC reports that the water transmission main located at Edgewood Road east of Cordilleras Road in the City of Redwood City has had a major leak since February 13, 1991. This water transmission main is one of the primary sources of transporting water from the East Bay and Hetch Hetchy to the Peninsula and San Francisco and is critical to the reliability of the City's water supply system. On February 26, 1991, the PUC formally declared that an emergency condition existed due to the major leak and repair work to the water transmission main began on March 6, 1991. The Department reports that the duration of the emergency repair work could range from approximately two weeks to two months.

In accordance with Section 6.30 of the Administrative Code, the Water Department is beginning emergency repair work on the water transmission main. The estimated cost of repairs is \$150,000. The entire \$150,000 is to fund contractual services.

**Comments:** In accordance with Section 6.30 of the Administrative Code, the Water Department, on an expedited basis, awarded the contract for emergency repair of the water transmission main to Shimmick Construction Company Inc. Shimmick Construction Company Inc. is neither a MBE nor WBE firm. However, Mr. Robert Vasconcellos of the Water Department reports that minority subcontractor participation on the contract will constitute an estimated 25.6 percent representing \$38,400 of the total contract amount of \$150,000.

**Recommendation:** Approve the proposed resolution.





Item 15 - File 38-91-2

**Department:** Recreation and Park Department

**Item:** Resolution authorizing the acceptance of a gift for use by the Recreation and Park Department

**Description:** The proposed resolution would authorize the acceptance of pedestal maps for Golden Gate Park valued at \$5,099.82 from Mrs. Margaret K. Cooper.

There are currently 14 pedestal maps (stationary maps placed on raised pedestals which display a "You Are Here" designation) located throughout Golden Gate Park. These pedestal maps are wheelchair accessible.

The proposed resolution would provide for 14 replacement maps which would be installed on the existing pedestals located throughout Golden Gate Park. The Friends of Recreation and Park, a non-profit entity which provides private financial support for the San Francisco Recreation and Park Department, will hire an outside contractor to install the 14 pedestal maps. The Friends' Pedestal Map Fund will absorb the installation costs.

**Comments:**

1. The proposed resolution would authorize the Recreation and Park Department to accept these pedestal maps directly from Mrs. Margaret K. Cooper. However, according to Ms. Lucinda Scanlon of the Recreation and Park Department, the Friends of Recreation and Park received an unrestricted cash gift from Mrs. Margaret K. Cooper in the amount of \$5,099.82. The Friends of Recreation and Park used this unrestricted cash gift to purchase the 14 pedestal maps and is now proposing to make a gift of these pedestal maps to the Recreation and Park Department. Ms. Leslie Schemel of the Friends of Recreation and Park reports that the actual cost of the 14 pedestal maps is \$5,173.46. The difference of \$73.64, between the \$5,099.82 cash gift provided by Mrs. Cooper and the \$5,173.46 cost of the maps, was absorbed by the Friends of Recreation and Park's Pedestal Map Fund. Therefore, the proposed resolution should be amended to authorize the acceptance of these 14 pedestal maps valued at \$5,173.46 from the Friends of Recreation and Park instead of accepting a gift valued at \$5,099.82 from Mrs. Margaret K. Cooper. The City Attorney's Office reports that the resolution can be amended to acknowledge that the gift was made possible by the unrestricted cash gift of \$5,099.82 from Mrs. Margaret K. Cooper to the Friends of Recreation and Park.

2. According to Ms. Schemel the pedestal maps in Golden Gate Park are vandalized approximately twice a year. Ms. Schemel reports that the maintenance materials to repair the maps, such as replacement glass, is supplied by the Friends of Recreation and Park. The cost which the Recreation and Park Department would incur is approximately a total of four hours of maintenance staff per year to repair the pedestal maps. Ms. Scanlon reports that these maintenance costs are included in the Department's annual maintenance budget.

**Recommendation:** Amend the proposed resolution to authorize the acceptance of a gift valued at \$5,173.46 from the Friends of Recreation and Park, and to acknowledge the unrestricted cash gift of \$5,099.82 given to the Friends of Recreation and Park by Mrs. Margaret K. Cooper. Approve the resolution as amended.

Item 16 - File 134-91-2

**Department:** Department of City Planning

**Item:** Resolution authorizing the Department of City Planning to extend a State grant.

**Grant Amount:** \$399,033

**Source of Grant:** State of California, Secretary of Environmental Affairs

**Period of Existing Grant:** June 15, 1987 through March 31, 1991

**Project:** Coastal County Offshore Energy Assistance Program

**Project Description:** The proposed resolution would extend the term of the current grant agreement between the City and the State for the Coastal County Offshore Energy Assistance Program by an additional 12 months, from April 1, 1991 to March 31, 1992. No additional grants funds are being allocated at this time. A State grant of \$399,033 was previously approved for the City Planning Department by the Board of Supervisors in November, 1986. The program was developed in response to the U.S. Department of Interior's (DOI) plans to lease/sale offshore oil tracts (lease/sale rights to drill oil) on the Outer Continental Shelf (OCS) off the California Coast. The State grant provides funding for the following program areas related to offshore energy development:

- air quality monitoring and modeling
- public information and education
- oil spill contingency planning
- socioeconomic and environmental studies on the biological environment and on commercial/recreational fishing
- technical assistance in reviewing official plans and environmental studies
- assessment of alternatives to transport offshore oil
- regional analysis and data management

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- participation in the adoption of water quality permit standards and land use studies

The Department of City Planning has submitted a request to the State to extend the term of the previously approved grant agreement for an additional 12 months in order to complete studies and analyses in the following areas: (1) public information and education, (2) technical assistance in reviewing official plans and environmental studies, (3) regional analysis and data management and (4) local planning/land use studies. Ms. Martha Kessler of the Department of City Planning reports that program expenditures from June 15, 1987 to March 31, 1991 will total \$345,377 of the total grant amount of \$399,033. According to Ms. Kessler, the remaining \$53,656 in unexpended grant funds will be sufficient to cover program expenditures through March 31, 1992.

**Budget:** The previously approved budget components of the Coastal County Offshore Energy Assistance Program, which are described in the attachment, are as follows:

<u>Work Element</u>	<u>Budget</u>
Air Quality Monitoring and Modeling Program	\$150,000
Public Information/Education Program	50,000
Oil Spill Contingency Planning	20,000
Environmental/Fisheries Studies	40,000
Technical Assistance in Reviewing Official Plans	35,000
Transportation Alternatives for OCS Products	20,000
Regional Analysis and Data Management	24,000
Water Quality Permit Standards	10,000
Local Planning/Land Use Studies	<u>50,000</u>
Total	<u>\$399,000*</u>

\*Rounded - grant amount is \$399,033.

**Indirect Costs:** \$39,900, which is 10 percent of grant amount.

**Required Match:** None

**Comments:** 1. This proposed legislation would not result in any additional revenues to the City and, as noted above, would simply extend the grant period from April 1, 1991 to March 31, 1992. Ms. Kessler reports that the State awarded this grant on a one-time only basis. As such, the Department of City Planning does not anticipate any additional funding from the State when this grant expires.

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2. The proposed resolution incorrectly states that the proposed grant is from the California Coastal Commission. The proposed resolution should therefore be amended to authorize the Department of City Planning to extend its current grant from the State of California, Secretary of Environmental Affairs, instead of the California Coastal Commission.

**Recommendation:** Amend the proposed resolution based on Comment 2 and approve the resolution as amended.

Coastal County Offshore Energy Assistance Program

Air Quality Monitoring and Modeling Program

Controversy exists over the State vs. Federal air quality standards regulating Outer Continental Shelf (OCS) development. California standards are more stringent. Both parties have agreed to participate in a negotiated "rule making" to set air quality standards to apply to offshore oil activities. Local governments will need data to provide input to the rule making process. The objectives of this program are:

1. To compile baseline air quality and meteorological data and develop appropriate modeling for assessing OCS development impacts.
2. To develop strategies for permitting and mitigation measures to ensure minimal impacts to air quality of local communities.
3. Monitoring and modeling to be completed in time to use the data in negotiated rule making process.

Proposed Budget

Consulting Services	\$135,000
Indirect Expenses	15,000
Total	<u>\$150,000</u>

Public Information/Education Program

The objective of this program is to provide local agencies, institutions and residents with information to ensure broad-based participation and decision-making in the areas of planning, assessment, permitting and mitigation related to offshore oil development. This will be accomplished by:

1. Preparing and distributing information and updates on the status of the lease process and related information.
2. Providing public liaison on daily basis.
3. Preparing and distributing a handbook for local officials and citizens groups and providing a guide to the OCS planning and leasing process.

Proposed Budget

Salaries	\$25,000
Consulting Services	20,000
Indirect Expenses	5,000
Total	<u>\$50,000</u>



### Oil Spill Contingency Planning

The objectives of this program are:

1. Determine the probability and magnitude of oil spills during exploration, development and transportation.
2. Determine the fate of oil spills.
3. Identify coastal habitats which may be sensitive to oil spills.
4. Determine effectiveness of available clean-up equipment and personnel.
5. Establish mitigation measures.
6. Improve education and communication between groups and counties involved in clean up activities.

#### Proposed Budget

Consulting Services	\$18,000
Indirect Expenses	2,000
Total	<u>\$20,000</u>

### Socioeconomic and Environmental Studies on the Biological Environment and on Commercial/Recreational Fishing

The objectives of this program are to:

1. Provide analysis of local coastal county biological environments to determine OCS impact and to provide an adequate data base upon which to value biological resources.
2. Analyze existing and potential contributions of the commercial and recreational fishing and boating industries to San Francisco's economy and determine the potential impacts of OCS development on these industries.

#### Proposed Budget

Salaries	\$10,000
Consulting Services	25,000
Travel and Supplies	1,000
Indirect Expenses	4,000
Total	<u>\$40,000</u>



Technical Assistance in Reviewing Official Plans and Environmental Studies

The objective of this program element is to ensure the preparation of effective accurate comments on public documents prepared on OCS lease activities. This will include retaining appropriate legal and technical consultants as needed to review and comment on the DOI's five-year leasing program.

Proposed Budget

Consulting Services	\$31,500
Indirect Expenses	3,500
Total	<u>\$35,000</u>

Transportation Alternatives for OCS Products

The objective of this program is to determine the relative risks and benefits of various means of transporting offshore oil to local refineries. This will include assessing production levels and destinations from offshore oil platforms for pipeline alignments and tankers or barges and to recommend mitigation measures or alternatives to reduce effects.

Proposed Budget

Consulting Services	\$18,000
Indirect Expenses	2,000
Total	<u>\$20,000</u>

Regional Analysis and Data Management

Central California counties perceive OCS development as having regional impact. Therefore the counties have pooled the resources from the grant to establish more effective and feasible planning, permitting and mitigation strategies.

The objective of this aspect of the proposal is to provide interagency and intercounty communication and coordination on OCS activities and to establish an information base on OCS literature.

Proposed Budget

Salaries	\$9,400
Consulting Services	9,600
Travel and Supplies	2,600
Indirect Expense	2,400
Total	<u>\$24,000</u>

### Water Quality Permit Standards

The intent of this element of the proposal is to participate in the adoption of the final standards and guidelines for the Environmental Protection Agency (EPA) National Pollution Discharge Elimination Systems (NPDES) permits for OCS oil development activities. This will be accomplished by consultation with appropriate legal and technical experts.

#### Proposed Budget

Consulting Services	\$9,000
Indirect Expenses	1,000
Total	<u>\$10,000</u>

### Local Planning/Land Use Studies

This element of the proposal addresses issues related to onshore facilities required by offshore oil development. The objectives are to:

1. Provide City staff time to conduct land use studies to determine the requirements of a supply base to meet OCS development needs and to identify environmental, social, land use and possible economic effects. A supply base includes land needed, wastewater treatment, solid waste disposal, etc.

2. Provide coordination for technical studies.

#### Proposed Budget

Salaries	\$43,000
Travel and Supplies	2,000
Indirect Expense	5,000
Total	<u>\$50,000</u>

### Proposed Budget Summary

Salaries	\$87,400
Consulting Services	266,100
Travel and Supplies	5,600
Indirect Expense	39,900
Total	<u>\$399,000</u>



Item 17 - File 146-91-22

**Department:** Department of Public Health (DPH),  
Community Public Health Services (CPH)

**Item:** Resolution authorizing the Department of Public Health to  
accept and expend a continuation Federal grant.

**Amount:** \$522,574

**Source of Grant:** Centers for Disease Control (CDC)

**Grant Period:** April 1, 1991 through March 31, 1992

**Project:** San Francisco Sexually Transmitted Disease (STD)  
Prevention/Training Center

**Project Description:** The Board of Supervisors authorized the DPH to apply for  
the proposed grant (File No. 146-90-108) on January 28, 1991.  
The proposed grant funds would be used for the continued  
operation of the San Francisco Sexually Transmitted  
Disease Prevention/Training Center located at the DPH's  
City Clinic Annex at 1372 Mission St. This Center has been  
designated by CDC as a regional training site responsible  
for providing professional training for health care  
professionals in the public and private sector regarding  
sexually transmitted diseases and AIDS clinical patient  
management education. The Center's training region  
includes five western states and six Pacific Islands.  
However, the Center's primary target groups are health  
care providers in San Francisco, the Bay Area and  
Northern California who provide clinical care and  
education to patients diagnosed with sexually transmitted  
diseases or AIDS.

The DPH would subcontract with the University of  
California - San Francisco School of Medicine (UCSF), on a  
sole source basis, for services that include the development  
of a training curriculum and the provision of University  
faculty to serve as instructors for the project's training  
courses. The Federal regulations for this grant specify that  
a medical school must have a significant role in the  
curriculum design and participation in the training  
courses.

**No. of Persons to  
be Served:** Approximately 300 persons would be trained by the Center  
on an annual basis.

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Project Budget:	<u>Personnel</u>	<u>FTE</u>	
	Senior Health Educator	1.00	\$58,014
	Microbiologist	1.00	49,863
	Health Program Coordinator	.50	23,283
	Nurse Practitioner	.50	26,434
	Secretary II	1.00	35,506
	Fringe Benefits		<u>52,100</u>
	Subtotal, Personnel	4.00	\$245,200
	<u>Operating Expenses</u>		
	Travel*		9,800
	Equipment		5,300
	Supplies		10,000
	Other		<u>10,700</u>
	Subtotal, Operating Expenses		35,800
	<u>Contractual</u>		92,200
	<u>Indirect Costs</u>		<u>38,620</u>
	Total		\$411,820

\*As a regional training site, the Centers for Disease Control requires the San Francisco Sexually Transmitted Disease Prevention/Training Center to provide extensive clinical training in order to meet established quality control standards. In addition, CDC requires that Center trainers travel to other states in the region to provide training to groups of health professionals who are unable to come to the regional training site.

Local Match: None.

Indirect Cost Rate: \$38,620 or 20 percent of salaries.

Comments: 1. The \$5,300 for equipment includes one Panasonic Laser Printer (\$2,200), PC Microsoft Mouse (\$150), locking security cabinets (\$2,000), and workstation equipment to conform to standards set by the VDT Code of the City and County of San Francisco (\$950). Mr. Ralph Jacobsen of EIPSC reports that only the Panasonic Laser Printer (\$2,200) will have to meet EIPSC approval. Ms. Elizabeth Stoller of the DPH reports that the DPH has not yet received EIPSC approval for the Panasonic Laser Printer (\$2,200). Therefore, the Budget Analyst recommends that the \$2,200 designated for the purchase of the Panasonic Laser Printer be placed on reserve pending EIPSC approval.

2. As reflected in the DPH's current project budget as shown above, Ms. Stoller reports that the CDC awarded DPH a total grant of \$411,820, or \$110,754 less than the \$522,574 the DPH originally intended to accept and expend. Therefore, the proposed legislation should be amended from \$522,574 to \$411,820 to reflect the actual grant award that DPH would accept and expend.

3. The proposed grant of \$411,820 is \$67,620 or approximately 19.6 percent more than the amount of \$344,200 received for the prior year. The proposed budget increase over the previous year reflects salary increases and overall increases in supplies and services to cover the continued development and maintenance of a resource library.

4. The Health Commission's "Summary of Grant Request", as prepared by the DPH is attached.

**Recommendation:**

Amend the proposed resolution to decrease the proposed grant amount by \$110,754 from \$522,574 to \$411,820, and to reserve the \$2,200 designated for the Laser Printer. Approve the resolution as amended.



Item No. \_\_\_\_\_ Health Commission - Summary of Grant Request Rev. 4/10/91

Grantor <u>Centers for Disease Control</u> Contact Person <u>Clara Jenkins</u> Address <u>255 East Paces Ferry Rd NE, Rm. 300</u> <u>Atlanta, GA 30333</u> Amount Requested \$ <u>411,820</u> Term: From <u>4/1/91</u> To <u>3/31/92</u> Health Commission _____	Division <u>Epidemiology and Disease</u> Section <u>Sexually Transmitted Diseases</u> Contact Person <u>Elizabeth J. Stoller</u> Telephone <u>(415) 554-9620</u> Application Deadline <u>1/15/91</u> Notification Expected <u>3/15/91</u> Board of Supervisors: Finance Committee _____ Full Board _____
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I. Item Description: Request to ~~apply for~~ (accept and expend) a ~~new~~ (continuation) ~~XXXXXX~~ grant in the amount of \$ 411,820 from the period of 4/1/91 to 3/31/92 to provide training for clinicians on sexually transmitted diseases and service.

(Circle appropriate words)

II. Summary: (Concise history; need addressed; number & groups served; services and providers)

Third year of funding provided to offer a total of 500 hours of training on sexually transmitted diseases (STDs) and AIDS to clinicians, laboratorians and community-based educators. Additional funds will be sought this project year to cover salary increase, rental of office, training and conference space, and honoraria for lecturers from the health professional community outside of the School of Medicine.

III. Outcomes/Objectives:

Offer at least 500 total hours of training for at least 200 clinicians: physicians, physicians assistants, nurse practitioners, nurses and laboratory personnel, and at least 100 administrators and educators from community-based organizations and public health.

IV. Effects of Reduction or Termination of These Funds:

Reduction or cessation of funds would leave a substantial gap in training resources for clinicians with regard to the correct diagnosis, treatment and patient management of persons with STDs, including HIV disease. There are no other funding sources for this training.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	176,994	344,200	411,820	67,620		
Personnel	99,195	225,148	245,200	20,052		
Equipment	10,450	0	5,300	5,300		
Contract Svc.	22,255	63,500	92,200	28,700		
Mat. & Supp.	13,220	10,600	10,000	-600		
Facilities/Space	0	0	0	0		
Other	16,495	10,052	20,500	10,448		
Indirect Costs	15,379	34,900	38,620	3,720		

VI. Data Processing

(costs included above)

4,000

4,000

4,000

-

VII. Personnel

F/T CSC 3.0

3.0

3.0

-

P/T CSC 0.4

0.5

1.0

.5

Contractual 0.05

2.0

1.25

.75

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
N/A

Will grant funded employees be retained after this grant terminates? If so, How?  
Employees will be retained for the duration of this five-year grant.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source X (if sole source, attach Request for Exemption)



Item 18 - File 146-91-23

**Department:** Department of Public Health (DPH)  
Central Administration, Management Information Systems

**Item:** Resolution authorizing the Department of Public Health to accept and expend an augmentation to a State grant and providing for ratification of action previously taken.

**Grant Amount:** \$14,095

**Source of Grant:** State Department of Health Services

**Grant Period:** January 29, 1991 through July 1, 1991

**Project:** Medically Indigent Care Reporting System (MICRS)

**Project Description:** The State has mandated that, in order for counties to be eligible for Tobacco Tax funds for the provision of indigent health care services, counties must develop a data reporting system to monitor and report patient information and medical care services provided to indigents. The State, under AB 75, makes grant funds available to counties for the development of such data reporting systems. In December, 1990 the Board of Supervisors authorized the DPH to apply for, accept and expend a new State grant of \$520,800 to develop and implement a MICR System for San Francisco (File 146-90-87).

The proposed grant augmentation would fund additional computer equipment to help DPH address the State requirement to develop a Medically Indigent Care Reporting System (MICRS). The data reporting system is designed to monitor and report patient characteristics, utilization and expenditures for medical care services provided to indigents both in the public and private sectors. The data would be patient specific and would include variables relating to demographic characteristics of the medically indigent adult population as well as inpatient, outpatient and emergency utilization of services by this population and the expenditures of services provided. A key component of the data system would be the ability to collect and report data based on a unique patient identifier, thus ensuring the reporting of service utilization and expenditures which produces an unduplicated count of patients and links the expenditure data with patient utilization and demographic data.

**Project Budget:** High-End Digital VAX Minicomputer \$14,095

**Indirect Costs:** None

**Local Match** None

**Comments:** 1. The DPH has received EIPSC approval for the minicomputer for the MICRS.

2. Mr. David Counter of the DPH advises that while the grant period began January 29, 1991, no expenditures to date have been incurred under this State grant augmentation. Therefore, the proposed resolution does not require approval retroactively. As such, the proposed resolution should be amended to delete the provision to provide for ratification of action previously taken.

3. Indirect costs are not permitted under this State grant. As such, no funds will accrue to the General Fund for indirect costs associated with this project.

4. The proposed grant augmentation is an allocation from the State which did not require an application. As such, the DPH did not apply for the proposed grant augmentation.

5. Attached is the "Summary of Grant Request" as prepared by the DPH, for the proposed grant augmentation funds.

**Recommendation:** Amend the proposed resolution to delete the provision to provide for ratification of action previously taken and approve the resolution as amended.

Item No. \_\_\_\_\_ **Health Commission - Summary of Grant Request**

Rev. 4/10/90

Grantor State of California  
 Contact Person Richard Barthels  
 Address 714-744 P Street, P.O. Box 942732  
Sacramento, CA 94234  
 Amount Requested \$ 14,095  
 Term: From 1/91 To 7/91  
 Health Commission \_\_\_\_\_

Division Central Office  
 Section Management Information Systems  
 Contact Person David Counter  
 Telephone (415) 255-3583  
 Application Deadline N/A  
 Notification Expected Received 1/29/91  
 Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

**I. Item Description:**

(Circle appropriate words)

Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 14,095 from the period of 1/91 to 7/91 to provide Medically Indigent Care Data Reporting services.

**II. Summary:** (Cause/history; need addressed; number + groups served; services and providers)  
(SEE ATTACHED.)**III. Outcomes/Objectives:**

Provide the State-mandated Medically Indigent Care Reporting System to comply with legislative requirements of AB-75.

**IV. Effects of Reduction or Termination of These Funds:**

The Department will not be able to produce an automated data reporting system to full specifications to comply with the mandates of AB-75.

**V. Financial Information:**

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount						
Personnel						
Equipment						
Contract Svc.		139,625	14,095	153,720		
Mat. & Supp.		381,175		381,175		
Facilities/Space						
Other						
Indirect Costs						
<b>VI. Data Processing</b> (costs included above)		520,800		534,895		
<b>VII. Personnel</b>						
F/T CSC						
P/T CSC						
Contractual						

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
 Department Base Budget

Will grant funded employees be retained after this grant terminates? If so, How?

**VIII. Contractual Services:** Open Bid \_\_\_\_\_

Sole Source \_\_\_\_\_

(If sole source, attach Request for Exemption Form)



Item 19 - File 146-91-24

**Department:** Department of Public Health (DPH),  
Bureau of Toxics, Health and Safety Services

**Item:** Resolution authorizing the DPH to apply for a new State grant

**Grant Amount:** \$300,000

**Source of Grant:** State Water Resources Control Board,  
Division of Clean Water Programs

**Term of Grant:** July 1, 1991 through June 30, 1992

**Project:** Local Oversight Program

**Description:** The proposed grant would fund a Local Oversight Program in San Francisco which would allow DPH to oversee cleanup activities at leaking underground storage tank sites. Currently, the San Francisco Regional Water Quality Control Board (RWQCB) is responsible for the oversight of San Francisco's leaking underground storage tanks. However, the RWQCB has an inadequate number of staff to handle the number of sites in the City currently estimated at 400. The proposed Local Oversight Program would provide DPH with the authority to oversee cleanup activities and would authorize State reimbursement for DPH staff time spent on site specific activities.

**Proposed**

**Project Budget:**

<u>Personnel</u>	<u>FTE</u>	<u>Budget</u>
Staff Assistant VII	1.0	\$62,634
Senior Environmental		
Health Inspector	1.0	60,034
Secretary II	1.0	32,318
Senior Management		
Assistant	0.25	11,986
Senior Accountant	0.25	10,075
Hazardous Materials		
Permit Program Mgr	0.05	3,228
Fringe Benefits		<u>45,317</u>
Subtotal	<u>3.55</u>	\$225,592

Memo to Finance Committee  
March 20, 1991

Operating Expenses

Travel (mileage)	\$800	
Training	1,000	
Pagers (2 @ \$36 a month)	432	
Auto lease (2 @ \$800 a month)	9,600	
Telephone, 3 installations	2,000	
Postage	750	
Copy machine lease	1,034	
Office supplies	2,500	
Laboratory, sampling	1,500	
Safety Equipment	840	
Rent (600 sq. ft. @ \$1.50 sq. ft. a month )	10,800	
Equipment (water level indicator and cameras)	7,000	
Office Equipment	1,200	
Furniture & furnishings	5,500	
Computer lease and purchase (3 computers, 1 printer)	10,600	
Central Shops	647	
Medical surveillance of field employees	<u>900</u>	
Subtotal		\$57,103
Indirect Costs		<u>36,055</u>
Total		\$318,750

Indirect Cost Rate: 20 percent of salaries

Local Match: None

- Comments:
1. The application deadline for the proposed grant is April 1, 1991.
  2. Mr. Leslie Lum of DPH reports that the grant amount the DPH is actually applying for is \$318,750 instead of the \$300,000 shown in the resolution. Therefore, the proposed resolution should be amended to reflect the \$318,750 amount which the DPH is applying for.
  3. The DPH has not yet determined the prices and quantity of computer equipment to be purchased or leased. In addition, the proposed computer equipment and telephone purchases have not received the Electronic Information Processing Steering Committee (EIPSC) approval. Mr. Lum advises that the DPH will seek EIPSC approval for the proposed computer equipment and telephone purchases before the DPH returns to the Board of Supervisors seeking authorization to accept and expend the proposed grant.

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4. The DPH anticipates that State grant funding for the proposed Local Oversight Program will be continued in the future. However, DPH advises that if grant funding is terminated or reduced in the future, project staff would be terminated or reduced accordingly

**Recommendation:** Amend the proposed resolution to authorize the Department to apply for \$318,750. Approve the proposed resolution as amended.



Item 20 - File 146-91-25

**Department:** Department of Public Health (DPH)  
Bureau of Epidemiology and Disease Control

**Item:** Resolution authorizing the Department of Public Health to apply for a continuation State grant.

**Grant Amount:** \$100,415

**Source of Funds:** State Department of Health Services

**Grant Period:** July 1, 1991 to June 30, 1992

**Project:** Immunization Services

**Description:** The proposed grant funds would be used to fund the administration of the City's immunization programs, and to maintain a program to prevent perinatal transmission of Hepatitis B virus. The proposed grant funds will consolidate two continuation State grants, Immunization Services and the Perinatal Hepatitis B Prevention Program. The program's objectives are as follows:

To raise immunization levels to 98 percent or greater for each of the legally required immunizations among all kindergarten entrants and incoming transfer students attending schools in San Francisco.

To raise age-appropriate immunization levels to 95 percent or greater among infants and pre-school age children residing in San Francisco.

To reduce and, if possible, eliminate illness, disability and death due to vaccine preventable diseases such as polio, measles and mumps.

To assure that 90 percent of infants who are born in San Francisco and who are perinatally exposed to Hepatitis B receive HBIG (emergency vaccine) and a first dose of Hepatitis B vaccine within 12 hours of birth.

To assure that 75 percent of identified infants who live in San Francisco and are at high risk of of perinatal Hepatitis B transmission complete the Hepatitis B vaccine series.

To assure that at least 70 percent of household contacts of identified carrier mothers who live in San Francisco are screened and complete the Hepatitis B vaccine series.

**No. of Units of Service:**

Approximately 36,552 childhood immunizations, approximately 70 to 90 pregnant women identified as Hepatitis B carriers, and approximately 140 to 360 household contacts of identified Hepatitis B carriers.

**Project Budget:**

Contractual	\$ 7,000
Other	<u>87,772</u>
Grant Total	\$94,772

**Indirect Cost:**

None. The State requires that all monies be expended for direct services and does not allow indirect costs.

**Local Match:**

None.

**Comments:**

1. As of the writing of this report, DPH was unable to provide a detailed budget for the proposed grant. It is anticipated that the budget for the proposed grant will include 1.75 FTEs to coordinate the project, mandatory fringe benefits, office supplies, travel for field visits, workshops, conferences and meetings. The budget for the proposed grant will also include a \$7,000 contract for laboratory services for testing household contacts of identified carrier mothers of Hepatitis B. Mr. Carlos Rendon of DPH advises that a detailed budget will be submitted when DPH requests permission from the Board of Supervisors to accept and expend the proposed grant.

2. According to Mr. Rendon, the proposed grant amount DPH is applying for is \$94,772 instead of \$100,415 as stated on the proposed resolution. Therefore, the proposed resolution should be amended to authorize DPH to apply for a grant in the amount of \$94,772.

3. The 1991-92 proposed grant award of \$94,772 (\$36,600 for Immunization Services and \$58,172 for the Perinatal Hepatitis B Prevention Program) represents an increase of \$13,172 or 16 percent over the 1990-91 grant award of \$81,600 (\$36,600 for Immunization Services and \$45,000 for the Perinatal Hepatitis B Prevention Program). It is anticipated that all of the proposed increase in funds would be for the Perinatal Hepatitis B Prevention Program.

Memo to Finance Committee  
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**Recommendation:** Amend the proposed resolution to authorize DPH to apply for a grant in the amount of \$94,772. Approve the proposed resolution as amended.





Item 21 - File 152-91-1

**Departments:** Adult Probation  
Juvenile Probation  
Sheriff

**Item:** Resolution authorizing the Sheriff, Adult Probation and Juvenile Probation Departments to apply for retroactively, accept and expend State augmentation subvention funds.

**Amount:** \$39,906

**Source of Funds:** State of California Board of Corrections Funds Under Senate Bill (SB) 924.

**Project:** Standards and Training of Local Corrections and Probation Officers Program.

**Description:** The Board of Supervisors adopted and the Mayor signed Resolution No. 574-90 in July of 1990 authorizing the Sheriff, Adult Probation, and Juvenile Probation Departments to apply for, accept, and expend \$367,500 in State subvention funds for the Standards and Training of Local Corrections and Probation Officers Program. The proposed resolution would authorize the aforementioned departments to apply for retroactively, accept, and expend an additional \$39,906 in State subvention funds for the Program. SB 924 authorized the State Board of Corrections to establish minimum standards for the selection and training of Deputy Sheriff jail staff and Probation Officers and to certify the training courses to be taken by personnel participating in this Program.

The original subvention was to fund a total of 31,972 training hours in the three departments to provide training to approximately 683 personnel during the 1990-91 fiscal year. The original and proposed budgets are shown on the following page.

**Original  
Project Budget:<sup>1</sup>**

<u>Department</u>	<u>Number Personnel</u>	<u>Training Hours</u>	<u>Tuition</u>	<u>Travel</u>	<u>Per Diem</u>	<u>Salary Replace- ment</u>	<u>Totals</u>
Sheriff	362	12,652	\$50,340	\$1,470	\$9,633	\$130,557	\$192,000
Adult Probation	112	6,880	29,855	5,185	5,860	19,600	60,500
Juvenile Probation	<u>209</u>	<u>12,440</u>	<u>51,000</u>	<u>18,400</u>	<u>17,600</u>	<u>28,000</u>	<u>115,000</u>
Totals	683	31,972	\$131,195	\$25,055	\$33,093	\$178,157	\$367,500

**Total Proposed  
Project Budget:**

<u>Department</u>	<u>Number Personnel</u>	<u>Training Hours</u>	<u>Tuition</u>	<u>Travel</u>	<u>Per Diem</u>	<u>Salary Replace- ment</u>	<u>Totals</u>
Sheriff	362	12,652	\$50,340	\$1,470	\$9,633	\$151,239	\$212,682
Adult Probation	112	6,880	36,389	5,185	5,860	19,600	67,034
Juvenile Probation	<u>209</u>	<u>12,440</u>	<u>63,690</u>	<u>18,400</u>	<u>17,600</u>	<u>28,000</u>	<u>127,690</u>
Totals	683	31,972	\$150,419	\$25,055	\$33,093	\$198,839	\$407,406

As indicated above, approval of this \$39,906 request would increase the total project budget for the Standards and Training of Local Correction and Probation Officer's Program to \$407,406. The additional \$39,906 grant would permit (a) the Sheriff to apply \$20,682 to Salary Replacement and (b) the Adult and Juvenile Probation Departments to apply \$6,534 and \$12,690 to Tuition, respectively. According to Lieutenant Veronica Keller of the Sheriff's Department, the proposed allocation of the additional funds results from the nature of the training administered by the departments: the Sheriff's Department generally performs its own training and therefore requires a greater percentage of its funds to pay for the overtime costs of replacement staff, whereas the Adult Probation and Juvenile Probation Departments generally use outside training sources, and thus require a greater percentage of their funds to cover those outside tuition costs.

**Indirect Costs:**      None

<sup>1</sup>As approved by the State, the amounts for Tuition and Salary Replacement have been reversed from those originally presented to the Board of Supervisors to correct a transposition in the budget allocation for the Sheriff.

<sup>2</sup>Costs for other departmental personnel to work on an overtime basis while the departmental training participants are being trained.

**Required Match:** None

**Comments:**

1. The Standards and Training of Local Corrections and Probation Officers Program requires the City to adhere to the standards of recruitment and training established by the State Board of Corrections and provides that the costs of compliance are be fully reimbursed by the State. The State does not permit reimbursement to the City for indirect costs. Reimbursable costs include travel, per diem, tuition, training fees, training materials and the cost of replacing staff while in training (salary replacement).
2. The three departments have participated in the Program for the previous ten years.
3. Training courses encompass security, legal considerations, emergency procedures, confidentiality and client rights, supervision, law of evidence, budgeting, community relations and various other subjects.
4. According to Lieutenant Keller, the Departments completed the documents required by the State to obtain the additional funds, submitted the documents directly to the State, and received a check for the amount requested in the proposed legislation. Lieutenant Keller has advised the Budget Analyst that this is the first time to her knowledge that the State has provided additional funding during the program year for the Standards and Training of Local Corrections and Probation Officers Program, and that the Sheriff's Department was previously unaware that a request to obtain the additional funds required approval by the Board of Supervisors. Therefore, the proposed legislation provides for the retroactive application of these State funds.

**Recommendation:** Approve the proposed resolution.



Item 22 - File 156-91-1

**Department:** Private Industry Council (PIC)

**Item:** Resolution approving a revised Refugee County Plan for San Francisco and authorizing the President of the Private Industry Council to sign, enter into and execute a contract with the State based on the plan.

**Description:** The Board of Supervisors previously approved a Refugee County Plan for San Francisco for submission to the State (Resolution 271-88). The Refugee County Plan currently provides for the utilization of refugee funds, which are allocated to the City through the Refugee Targeted Assistance Program (RTAP) and the Refugee Employment Social Services (RESS) Program, to provide employment and training services to refugees who are eligible to receive Refugee Cash Assistance (RCA), General Assistance (GA) or support services from non-profit agencies that receive matching Federal funds to provide refugee services. RTAP and RESS Program funds are Federal funds which are administered by the State. The employment and training services provided under the plan include vocational training, on-the-job training and job search training.

The proposed resolution would approve a revised Refugee County Plan which would provide for the utilization of refugee funds which are allocated to the City through the RTAP and the RESS Program, to provide employment and training services for two categories of refugees, in accordance with new State regulations. The first category of refugees would receive services under a Greater Avenues to Independence (GAIN), Supplemental Refugee Services (SRS) component which is designated for refugees who are (1) receiving AFDC, (2) have been in the United States for 36 months or less and (3) who are non-exempt from GAIN. The second category of refugees would receive services under the Refugee Cash Assistance (RCA) Employment Services System component, which is designated for refugees receiving RCA, General Assistance (GA) or support services from non-profit agencies that receive matching Federal funds to provide refugee services. Refugees under both components of the plan would receive identical employment and training services, which would include vocational training, on-the-job training and job search training. Under the plan, as required by State-guidelines, 66 percent of the funds available for employment and training services would be used to fund the GAIN, SRS component and 34 percent would fund the RCA Employment Services System component.

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The Private Industry Council (PIC) of San Francisco has been designated by the Board of Supervisors to administer the State and Federal Refugee Program funds, on behalf of the City (Resolution 1120-87). The proposed resolution would authorize the PIC to enter into a contract agreement with the State Department of Social Services for the provision of the above noted employment and training services for refugees. PIC reports that it has received notification from the State that it will receive a total of \$1,004,009 in RTAP and RESS Program funds for the contract period January 1, 1991 to October 31, 1992 (22 months). Prior to the expenditure of these funds, the PIC would be required to submit the budget details to the Board of Supervisors for approval.

**Comment:**

As noted above, the contract would be entered into effective January 1, 1991. Mr. Steve Arcelona of the PIC reports that the agency is requesting authorization to enter into this contract with the State at this time due to administrative delays at the State level. Since the contract would be entered into effective January 1, 1991, the proposed resolution should be amended to authorize the President of the Private Industry Council to sign, enter into and execute a State contract retroactively.

**Recommendation:** Amend the proposed resolution to authorize the PIC to enter into the proposed contract with the State retroactive to January 1, 1991 and approve the proposed resolution as amended.



Item 23 - File 184-91-1

**Department:** Mayors Office,  
Film and Video Arts Commission

**Item:** Resolution authorizing the Film and Video Arts Commission  
to apply for a private grant.

**Grant Amount:** \$15,000

**Source of Grant:** The San Francisco Foundation

**Grant Period:** July 1, 1991 through June 30, 1992

**Project:** Neighborhood Brochure

**Project Description:** The proposed grant would fund the planning, design, production and distribution of a brochure for local residents and merchants in San Francisco. The proposed brochure would serve as an educational tool by providing residents and merchants with information explaining the importance of film production in the City to the economic and cultural well being of the City. The goal of the proposed brochure is to encourage local residents and merchants to cooperate with film companies during filming in San Francisco.

**Project Budget:** Ms. Robin Eickman of the Film and Video Arts Commission reports that a detailed budget for the proposed neighborhood Brochure Project has not yet been developed. Ms. Eickman advises that a detailed budget will be submitted when the Film and Video Arts Commission returns to the Board of Supervisors requesting authority to accept and expend the proposed grant.

**Local Match:** None

**Indirect Cost Rate:** None

**Comments:**

1. The application deadline for the proposed grant is March 29, 1991.
2. The grantor does not permit indirect costs for the proposed grant. As such, no funds will accrue to the General Fund for indirect costs associated with this project.

**Recommendation:** Approve the proposed resolution



Item 24 - File 51-90-4

**Note:** This item was continued at the March 13, 1991 Finance Committee meeting.

The proposed item would transmit the claims of employees of various City departments for the cost of their personal property which has been damaged and/or stolen in the line of duty and without the fault of the employee involved. Please refer to the attached Controller's report, as amended by the Finance Committee, regarding the specific claims and recommended reimbursements to the 21 employees at a total cost of \$2,741.40.

**Comments**

1. At the March 13, 1991 Finance Committee meeting, the Committee severed those claims which the Controller recommended for zero reimbursement from those claims recommended for partial or full reimbursement. The Finance Committee continued the zero recommended claims until March 27, 1991. The proposed item that is currently before the Finance Committee are only those claims recommended for partial or full reimbursement.

2. It should be noted that the Finance Committee amended the Controller's recommended reimbursement for Ms. A. J. Holmes of the Department of Public Health for a vandalized automobile from \$199.50 to \$326.62, to reflect the actual amount requested by Ms. Holmes. With this recommended amendment, the total recommended reimbursements increased from \$2,614.28 to \$2,741.40, as reflected in the attachment.

**Recommendation**

Prepare in and report out of Committee a resolution to authorize the payment of various claims totalling \$2,741.40.

REIMBURSEMENT FOR DAMAGED OR STOLEN PERSONAL PROPERTY OF CITY EMPLOYEE

January 10, 1991

Department/ Claimant	Item	Amount Claimed	Amount Recommended
<u>ASSESSOR</u>			
Eileen Sullivan	Vandalized automobile and stolen items automobile window, household supplies, gym clothes, headset, tapes, cassette	822.88	\$ 56.40
Ma Patria O. Desales	stolen shoes	24.99	-0- *
<u>CITY ATTORNEY</u>			
Edward Alexander Klein	Stolen clothes	375.00	236.00
Leonard L. Snaider	Broken automobile window	75.00	75.00
<u>HETCH HETCHY WATER AND POWER</u>			
Joe F. Poole	Broken eyeglasses	104.00	104.00
<u>JUVENILE PROBATION</u>			
Charles E. Lewis	Broken eyeglasses	130.00	87.00
Arnold Sword	Torn clothes	46.00	46.00
Barry A. Young	Broken watch	83.95	83.95
Barry A. Young	Broken eyeglasses	156.00	100.00
Kirk A. Edwards	Torn tennis shoes	60.00	60.00
Gregory A. Foote	Damaged shirt	10.00	10.00
<u>MUNICIPAL RAILWAY</u>			
Mark Sangervasi	Stolen tools	601.84	-0- *
Tom Mullen	Stolen eyeglasses	139.95	139.95
Kathleen E. Forrester	Stolen eyeglasses, prescription sunglasses and driver's license	241.91	241.91
<u>DEPARTMENT OF PARKING AND TRAFFIC</u>			
Steven Vannucchi	Stolen tools	810.00	650.00
<u>DEPARTMENT OF PUBLIC HEALTH</u>			
Joseph O'Sullivan	Damaged shirt	30.03	30.03
A. J. Holmes	Vandalized automobile	326.62	<del>199.50</del> 326.62
Deborah Lewinsohn	Stolen Welch Allyn Ophthalmoscope/Otoscope	391.00	247.00
Jennifer Ching	Broken automobile window	58.71	58.71
James Yakas	Broken safety eyeglasses	75.00	20.00
<u>DEPARTMENT OF PUBLIC WORKS</u>			
Marlo Escalona	Stolen leather jacket and eyeglasses	515.35	-0- *
<u>RECREATION AND PARK DEPARTMENT</u>			
Anthony Singleton	Damaged automobile	250.00	-0- *
Monica Soriano	Stolen purse and contents	75.00	-0- *
Jan Huang	Stolen sign language book	15.00	15.00
Christopher J. Hewett	Stolen shirt and Sony Walkman	160.00	26.66
Allison M. Davis	Stolen wallet and contents	75.00	30.00
Alan Feinberg	Damaged clothing, watch and sunglasses	197.00	-0- *
Ray A. Ramirez	Stolen items from automobile typewriter, sports bag, clothes, checkbook and cash	535.52	-0- *
<u>REGISTRAR OF VOTERS</u>			
Susan Elder	Damaged automobile	97.17	97.17
<u>DEPARTMENT OF SOCIAL SERVICES</u>			
Lucia Maliwat	Damaged automobile	209.93	-0- *
Salvador Menjivar	Broken eyeglasses	171.00	-0- *
TOTAL		\$ 6,857.85	\$ <del>2,614.28</del> \$2,741.40

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\*Items to be continued to the March 27, 1991 Finance Committee Meeting.

Item 25 - File 101-88-79.2

**Note:** This item was continued at the February 6, 1991 Finance Committee meeting.

**Department:** Department of Social Services (DSS)

**Item:** Request to release a reserve

**Amount:** \$64,400

**Source of Funds:** General Fund monies appropriated in the DSS 1988-89 budget but placed on reserve.

**Description:** In March 1989, the Board of Supervisors approved a Supplemental Appropriation Ordinance (File 101-88-79) to appropriate \$230,000 for professional services to conduct classification studies for DSS. The \$230,000 was reserved pending selection of the outside contractor, hourly rates, estimated hours, and determination of the MBE and WBE status of the contract. The Board of Supervisors subsequently released funds in the amount of \$127,000 (File 101-88-79.1) to initiate a contract with Ralph Andersen and Associates to conduct the first phase of a classification study for the DSS in May 1989, and continued to reserve \$73,000 for the phase two study. The remaining \$30,000 (\$230,000 less \$127,000 less \$73,000) was returned to the City's General Fund. The Department of Social Services is requesting a release of the reserve in the amount of \$64,400 for phase two of the classification study. \$49,400 of the the proposed phase two reserved funds would be used to acquire contract services to provide an expanded Classification and Performance Standards Study to include additional "DSS only" classifications and Social Worker and Eligibility Worker series common to DSS and the Department of Public Health (DPH). The remaining \$15,000 of the reserved funds would fund additional costs of the classification review of the first phase of the study, such as any additional work for Ralph Andersen and Associates that may result from possible appeals to the Civil Service Commission. According to Ms. Judy Schutzman of the DSS, this \$15,000 for the first phase of the study would be spent on an as needed basis. Any of the \$15,000 not needed for this additional work from the first phase of the study would be returned to the General Fund. The \$64,400 requested by DSS is \$8,600 less than the \$73,000 on reserve for the purpose of the phase two contract.

The proposed second phase of the study would provide for an expanded classification and performance standards study for DSS positions not previously studied as well as those DPH classes that are closely related to the DSS Social Worker and Eligibility Workers series. Elements of the proposed study would include: analysis of departmental classifications and those of DPH and the development of new classification specifications as needed; evaluation and analysis of current internal relationships between classifications and recommendations for revised internal relationships between classifications; analysis of the Department's current performance appraisal system and development of job-related performance standards for each classification; and development of an ongoing classification maintenance plan.

The \$73,000 for the second phase of the classification study remained on reserve pending clarification as to details relating to a City-wide classification study that did not materialize. The proposed study of classifications at the DPH is being undertaken at the suggestion of the Civil Service Commission to examine the possibility of consolidating the Social Worker and Eligibility Worker functions performed by the DPH and DSS. Therefore, the current request for release of reserved funds is not a City-wide study as originally intended.

DSS selected an outside contractor through a Request For Proposal (RFP) process. A total of 29 firms were sent notices informing them of the RFP. Of the 29 firms notified, four firms responded to DSS with requests for further information. The firms which responded included, Lillian Holford Personnel Services, Redenux and Associates, U.S. Human Resources Group and Ralph Andersen and Associates. Of the firms that responded, only one firm, Ralph Andersen and Associates, submitted a bid which was selected to conduct the study.



The following is a breakdown of costs for the classification study as provided by Ralph Andersen and Associates:

Phase Two

A total of 148 positions studied at a cost of \$300 per position, or 528 staff hours at an average cost of \$84 per hour: \$44,400

Expenses 5,000 \*

Additional Cost For Phase One

157 staff hours at an average cost of \$84 per hour 13,200

Expenses 1,800 \*

Total \$64,400

\* Cost for operating expenses is based on guidelines contained in the Request for Proposals. These operating expenses include, printing, photocopy, materials, travel, telephone, postage and insurance.

**Comments:**

1. According to Ms. Mohini Mirchandini, Contract Manager at DSS, the Department has been notified by the State Department of Social Services that the proposed classification study represents a category of expenditure that is reimbursable by the State. Ms. Mirchandini adds that because expenditures for the proposed study would be reimbursed by the State at the same rate as other departmental expenditures, DSS anticipates the City's General Fund would recover approximately 75 percent, or \$48,300 of the costs of the proposed \$64,400 study. Therefore, 25 percent, or \$16,100 of the \$64,400 required for the study would be funded through the General Fund.

2. Ralph Andersen and Associates is neither a Minority Business Enterprise firm nor a Women Business Enterprise firm. According to Mr. Isaiah Rothblatt, Contract Manager of DSS, the firm of Ralph Andersen and Associates intended to subcontract with an MBE or WBE firm. The Budget Analyst requested information from DSS as to the portion of MBE/WBE participation of the subcontractors regarding this requested phase two classification study. Ms. Mirchandini of DSS then advised the Budget Analyst that Ralph Andersen and Associates had subsequently decided not to use any subcontractors because in their experience, work performed by such firms on this project was substandard. On February

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6, 1991, the Finance Committee continued to reserve the entire \$64,400 request pending the DSS providing written confirmation to the Finance Committee that Ralph Andersen and Associates has acquired a City certified MBE and/or WBE subcontractor and that a specified amount of the \$64,400 contract will be paid to a certified MBE and/or WBE firm.

3. DSS is now returning to the Board of Supervisors with written clarification of Ralph Andersen's intent to use subcontractors for approximately 11 percent or \$7,000 of the proposed \$64,400 contract amount. According to DSS's response, Ralph Andersen and Associates is proposing to subcontract with Kiyomura and Ishimoto Associates. The Human Rights Commission reports that Kiyomura and Ishimoto Associates is a City certified MBE firm.

**Recommendations:** 1. Release the \$64,400 in reserved funds.

2. Direct a letter to the Controller, requesting that the remaining \$8,600 of the initial reserve of \$73,000 be returned to the General Fund.

Item 26 - File 133-90-1.2

**Department:** Chief Administrative Officer  
Solid Waste Management Program

**Item:** Release of reserve on funds previously approved (File 133-90-1) by the Board of Supervisors in the 1990-91 budget for the Solid Waste Management Program. The funds were reserved pending selection of the contractor and submission of information to the Finance Committee regarding the scope of the work.

**Amount:** \$50,000

**Source of Funds:** Refuse Collection and Disposal fees impound account

**Description:** The Board of Supervisors previously approved and reserved a total of \$325,000 allocated to the Recycling Program, Hazardous Waste Management Program and Solid Waste Management Planning components of the 1990-91 Solid Waste Management Program, of which \$103,178 has been previously released. Of the remaining \$221,822, a total of \$50,000 for Market Development activities was reserved pending the submission of contractor details and the scope of the work involved. The Solid Waste Management Program requests release of the \$50,000 reserve for the Richmond Environmental Action, a non-profit agency that operates a recycling center.

Richmond Environmental Action plans to use the reserved funds to increase the ability of the recycling center to accept greater amounts and types of recyclable materials and sell them to a wider variety of markets. Richmond Environmental Action proposes to purchase equipment for handling large amounts of recycled materials and to conduct a promotion program to inform the community of the Recycling Center's services.

The Solid Waste Management Program has provided the following budget for the \$50,000 to be used by Richmond Environmental Action:

Can densifier	\$14,900
The can densifier will allow the recycling center to process aluminum cans more efficiently, as well as facilitate the transport of greater loads to market.	

Used recycling equipment	\$2,500
Funds would be used to purchase a 20-foot divided glass bin, glass crusher with conveyor belt, 55 gallon drum with glass crusher attachment, an aluminum can holder and two cargo containers.	
Used rear loader truck	10,000
The recycling center plans to use the truck for crushing cardboard and plastic. The Solid Waste Management Program reports that the used rear loader truck is less expensive than a conventional cardboard compactor.	
Sound barrier to reduce noise from glass crushing	5,000
Two 30- cubic yard bins for crushed glass	4,600
Roll-top bin for newspapers	2,700
Installation of electrical power for recycling equipment	6,380
Recycling center promotion	<u>3,920</u>
Total	\$50,000

**Comments:**

1. Item 27 (File 133-90-1.3) is another request for release of reserve for the Solid Waste Management Program in the amount of \$40,000. These funds would be used to fund the design and implementation of a City-wide promotional campaign to acknowledge, encourage, and reinforce community recycling by San Francisco residents.
2. As previously noted, the source of reserved funds for the proposed Richmond Environmental Action recycling center is the City's allocation from Refuse Collection and Disposal fees collected by the garbage disposal company.

**Recommendation:** Release the reserve on \$50,000 allocated for recycling equipment for the Richmond Environmental Action's recycling center.

Item 27 - File 133-90-1.3

**Department:** Chief Administrative Officer  
Solid Waste Management Program

**Item:** Release of reserve on funds previously approved (File 133-90-1) by the Board of Supervisors in the 1990-91 budget for the Solid Waste Management Program. The funds were reserved pending selection of the consultants and submission of information to the Finance Committee regarding the scope of the work.

**Amount:** \$40,000

**Source of Funds:** Refuse Collection and Disposal fees impound account

**Description:** The Board of Supervisors previously approved and reserved a total of \$325,000 for the Recycling Program, Hazardous Waste Management Program and Solid Waste Management Planning components of the 1990-91 Solid Waste Management Program, of which \$103,178 has been previously released. Of the remaining total of \$221,822, a total of \$50,000 for Promotional Program Development activities was reserved pending the submission of consultant details and the scope of the work involved. The Solid Waste Management Program requests release of \$40,000 from the \$50,000 on reserve for Maureen O'Rourke, Public Relations, a WBE firm, to develop and implement a City-wide promotional campaign to acknowledge, encourage and reinforce community recycling by San Francisco residents.

The Solid Waste Management Program has provided a summary of the scope of work, project budget, and the names of proposed subcontractors with MBE/WBE/LBE status (See attachment).

**Comments:** 1. The Solid Waste Management Program plans to submit a request to the Finance Committee for the remaining \$10,000, which would remain on reserve, for promotional programs to be developed at a later date.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

2. Item 26 (File 133-90-1.2) is another request for release of reserve for the Solid Waste Management Program in the amount of \$50,000 for the Richmond Environmental Action's recycling center. The \$50,000 would be used to purchase recycling equipment for the processing of recycled materials and for promoting the increased services of the recycling center to the community.

3. The source of reserved funds for the proposed public relations activities is the City's allocation from Refuse Collection and Disposal fees collected by the garbage disposal company.

**Recommendation:** Release the reserve on \$40,000 allocated for the City-wide promotional campaign.



## SCOPE OF WORK

The contractor shall design and implement a public relations campaign targeted at congratulating, encouraging and reinforcing San Franciscan's recycling efforts.

1. The contractor and her subcontractors will design and produce bright, colorful posters containing the campaign's messages to be placed on the exterior and interior of City buses, transit shelters. Contractor will arrange for placement of posters throughout the City. The art work will also be used to produce ads for local community newspapers.
2. The contractor will work with staff in promoting recycling stories to the local media.

### Project Budget

<u>TASK</u>	<u>VENDOR</u>	<u>\$ AMOUNT</u>	<u>MBE/LBE STATUS</u>
<u>Agency Services:</u>		\$5,100	
	Maureen O'Rorke, PR		WBE
<b>Sub-Contractors for Public Relations Campaign</b>			
<u>Art Production</u>		\$5,400	
	Lisa Whitten		WBE
	Frank Ansley		LBE
	Mike Sanchez		LBE
<u>Illustrations &amp; Layout, Paste-up</u>		\$13,500	
	Vinh Chung		MBE
	Larry Green		LBE
<u>Printing:</u>		\$16,000	
	Friendship Printing		MBE
	Fong Brothers		MBE
	Ampersan		LBE
	Process Poster		LBE
	Color 2000		MBE
TOTAL		\$40,000	





Item 28 - File 100-91-3

**Note:** This item was continued from the March 13, 1991 Finance Committee meeting.

This item is a hearing to consider the status of the projected budget shortfall for the City and County of San Francisco for Fiscal Year 1991-92.

On January 31, 1991, the Controller's Office issued a report which projected the ending General Fund balance for Fiscal Year 1990-91 at \$2.8 million, which represents a sharp decrease from the previous year, when the ending balance was \$51.4 million.

On February 20, 1991, the Mayor's Office, the Board of Supervisors Budget Analyst and the Controller's Office issued a report presenting their projection for Fiscal Year 1991-92 General Fund revenues and expenditures. According to this report, if the City continues the current level of services provided in Fiscal Year 1990-91, it is projected that the City will face a shortfall of between \$116.9 million and \$158.3 million in Fiscal Year 1991-92.

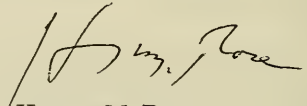
The projected decrease in surplus for the current Fiscal Year 1990-91 budget is a result of reductions in current year revenues and over-expenditures by some departments. The projected shortfall in the projections for Fiscal Year 1991-92 is a result of reduced revenue growth, mandated salary increases and additional costs associated with maintaining current service levels and complying with court mandates. It should be noted that since the State budget allocations have not been determined, the City's reported projections for Fiscal Year 1991-92 do not assume any changes in State funding for City programs.

**Comments**

1. On March 12, 1991, the Administration and Oversight Committee considered the Civil Service Commission's final report on salary standardization for miscellaneous employees for 1991-92. This report included an average salary increase of 5.6 percent for approximately 22,077 budgeted miscellaneous employees. According to Mr. John Madden of the Controller's Office, based on the 1990-91 budgeted number of positions, an average salary increase of 5.6 percent for miscellaneous employees would cost approximately \$63.5 million, of which \$46.4 million would be the cost of the General Fund. The Administration and Oversight Committee introduced a proposed Salary Standardization Ordinance for 1991-92 and sent the proposed legislation to the full Board of Supervisors without recommendation. On March 18, 1991, the Board of Supervisors continued the proposed Salary Standardization Ordinance for four weeks, until April 15, 1991.

Memo to Finance Committee  
March 20, 1991

2. According to Mr. Sam Yockey of the Controller's Office, an update on the current Fiscal Year 1990-91 revenues and expenditures will be available from the Controller's Office on March 19, 1991. These updated figures would refine the earlier estimates by providing an additional two months of revenue and expenditure data, including the actual business and payroll tax receipts, which were not previously available. As of the writing of this report, these updated figures were not available. However, Mr. Yockey indicates that he will be present at the March 20, 1991 Finance Committee to discuss these updated figures with the Committee.



Harvey M. Rose

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Britt  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Sam Yockey  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

SF  
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ACTIONS TAKEN  
CALENDAR  
MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

Gov't Documents  
Library

WEDNESDAY, MARCH 27, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

Absent: Supervisor Hallinan

CLERK: JONI LANDRY

REGULAR CALENDAR

DOCUMENTS DEPT

APR 9 1991

SAN FRANCISCO  
PUBLIC LIBRARY

1. File 97-91-5. [Library Commission Acceptance of Gifts] Ordinance amending Administrative Code by adding Section 10.117-107 thereof, relating to acceptance of gifts by the Library Commission for the construction of additions or enhancements to the New Main Library. (Public Library)

(Consideration continued from 3/13/91)

ACTION: Hearing held. Amendment of the Whole (as received from Library Commission) entitled: "[Library Department Construction Fund] Ordinance amending Chapter 10, Article XIII of the San Francisco Administrative Code by adding Section 10.117-107 thereof to establish a special fund for the construction of additions or enhancements to the new main library" adopted. Further amended on page 1, line 20, to replace "may" with "shall" and on page 2, line 12 to add Subsection (e) (5) which reads: "Payment for other purposes for the new main library as specified by donors to the fund."

Recommended as amended.

2. File 101-90-72. [Government Funding] Ordinance appropriating \$232,985, Mayor's Office, for permanent salaries, related mandatory fringe benefits and professional and special services; for the creation of one position (Classification AA04 Employee Relations Assistant); companion measure to File 102-90-14. RO #90205. (Controller)

(Consideration continued from 3/20/91)

ACTION: Hearing held. Amended to provide for retroactive payments for contractual services and to reserve \$50,000 in contractual services (on line 2, insert "retroactively" after the word "appropriating"; on line 4, after "1990-91" add "; placing \$50,000 on reserve."; in Sections 1 and 2, on lines 7 and 18, insert "retroactively" after the word "hereby"; and add new "Section 3" which reads: "Funds in the amount of \$50,000 for contractual services are reserved pending the actual need for such services, to be released by the Finance Committee.")

New Title: "[Government Funding] Ordinance appropriating retroactively \$232,985 for permanent salaries, related mandatory fringe benefits and professional and special services, for the creation of one (1) position, Mayor's Office for Fiscal Year 1990-91; placing \$50,000 on reserve."

Recommended as amended.

APR 3 1991



3. File 102-90-14. [Public Employment] Ordinance amending Annual Salary Ordinance, 1990-91, Office of the Mayor, reflecting the addition of one new position (AA04 Employee Relations Asst.); companion measure to File 101-90-72. (Civil Service Commission)

(Consideration continued from 3/20/91)

ACTION: Hearing held. Recommended.

4. File 101-90-76. [Government Funding] Ordinance appropriating \$300,000, Public Health-San Francisco General Hospital, for facilities maintenance project (renovation-billing office) and capital improvement project (nuclear laboratory relocation). RO #90219. (Controller)

(Consideration continued from 3/20/91)

ACTION: Hearing held. Amended on line 2 to insert "retroactively" between "appropriating" and "\$300,000"; on line 4, after "1990-91" add the words "; placing \$150,000 on reserve for Capital Improvement Project - Relocation of the Nuclear Medicine Department."; on line 7, after "appropriated" insert the word "retroactively"; beginning on line 17, add new "Section 2." which reads: "Funds in the amount of \$150,000 for relocation of the Nuclear Medicine Department are hereby placed on reserve pending departmental submission of budget details, including the contract amount for the construction work and information on the MBE/WBE status of the contractor, to be released by the Finance Committee."

New Title: "[Government Funding] Ordinance appropriating retroactively \$300,000 for facilities maintenance project (renovation-billing office) and capital improvement project (nuclear laboratory relocation), Public Health - San Francisco General Hospital for Fiscal Year 1990-91; placing \$150,000 on reserve for Capital Improvement Project - relocation of the nuclear medicine department."

Recommended as amended.

5. File 27-91-1. [Airport - Lease Modification] Ordinance approving Modification No. 2 of lease agreement between Qantas Airways, Ltd. and City and County of San Francisco, acting by and through its Airports Commission. (Airports Commission)

(Consideration continued from 3/20/91)

ACTION: Hearing held. Recommended.

6. File 31-91-3. [Employee Replacement] Resolution approving immediate filling of vacated position of Classification 4282 - Chief Assistant Assessor, Assessor's Office. (Assessor's Office)

(Consideration continued from 3/13/91)

ACTION: Hearing held. Amended to make retroactive to February 19, 1991 (on line 2, after "office" add "; retroactive to February 19, 1991."; on line 8, after "approved" add ", retroactive to February 19, 1991.")

New Title: "[Employee Replacement] Resolution approving the immediate filling of vacated position 4282 Chief Assistant Assessor, Assessor's Office; retroactive to February 19, 1991."

Recommended as amended.





7. File 101-88-79.2. [Release of Funds] Requesting release of funds, Department of Social Services, in the amount of \$64,400, for contract services with Ralph Andersen and Associates to conduct the Second Phase of a Classification Study. (Department of Social Services)

(Consideration continued from 3/20/91)

ACTION: Hearing held. Release of \$64,400 recommended. Filed.

8. File 101-90-78. [Government Funding] Ordinance appropriating \$19,338,542, Department of Public Works, Recreation and Park Department and Chief Administrative Officer, for various capital improvement projects, permanent salaries and related mandatory fringe benefits and financial consultation, for the creation of two positions; companion measure to File 102-90-15. RO #90217. (Controller)

ACTION: Hearing held. Amendment of the Whole (as prepared by Controller) entitled: "[Government Funding] Ordinance appropriating \$19,325,716 from the proceeds of Earthquake Safety Bonds Phase II, for various capital improvement projects, permanent salaries and related mandatory fringe benefits and financial consultation, Public Works, Recreation and Park and Chief Administrative Officer, for the creation of two (2) positions, for fiscal year 1990-91; placing \$5,478,294 on reserve" adopted (see file for details). Recommended as amended.

9. File 102-90-15. [Public Employment] Ordinance amending Annual Salary Ordinance, 1990-91, Recreation and Park Department, reflecting the addition of two new positions (Classifications AA03 Assistant Zoo Director and 1446 Secretary II). (Civil Service Commission)

ACTION: Hearing held. Recommended.

10. File 101-89-149. [Government Funding] Ordinance appropriating \$605,000, Fire Department, for capital improvement project/project construction (Emergency Operations Center) for Fiscal Year 1990-91; companion measure to File 101-89-149.1. (Controller)

ACTION: Hearing held. Amendment of the Whole (as prepared by Controller on behalf of department and further amended in Committee) entitled "[Government Funding] Ordinance appropriating \$837,500 for Capital Improvement Project (Emergency Operations Center) Fire Department for Fiscal Year 1990-91; placing \$785,500 on reserve" adopted." (See file for details). Recommended as amended.

11. File 101-89-149.1. [Final Negative Declaration] Resolution adopting Final Negative Declaration, finding and determining that construction of new facilities adjacent to the existing Central Fire Alarm Station in Jefferson Square to serve as an emergency coordination center on the south side of Turk Street between Gough and Laguna Streets in Assessor's Block 759, will have no significant impact on the environment, and adopting and incorporating findings of Final Negative Declaration; companion measure to File 101-89-149. (Department of City Planning)

ACTION: Hearing held. Amended to insert date the Final Negative Declaration was received by the Board of Supervisors (on line 10, insert August 8, 1991 after "on" and before ", 1990"). Recommended as amended.



12. File 101-90-79. [Government Funding] Ordinance appropriating \$38,500, Registrar of Voters, for data/word processing professional services and data/word processing equipment. RO #90224. (Controller)

ACTION: Hearing held. Amended to place \$20,000 on reserve (beginning on line 3, after "1990-91" add "; placing \$20,000 on reserve."; beginning on line 16, add new "Section 2" which reads: "Funds in the amount of \$20,000 for contractual computer programming services are hereby placed on reserve pending the Human Rights Commission's approval of the contract, to be released by the Finance Committee.")

New Title: "[Government Funding] Ordinance appropriating \$38,500 for data/word processing professional services and data/word processing equipment, Registrar of Voters for Fiscal Year 1990-91; placing \$20,000 on reserve."

Recommended as amended.

13. File 101-90-80. [Government Funding] Ordinance appropriating \$925,467, Sheriff, for permanent salaries, temporary salaries, overtime and retirement - non City. RO #90225. (Controller)

ACTION: Hearing held. Amended to reduce total amount of \$925,467 by \$313,111 (\$220,404 for Permanent Salaries, \$3,306 for PERS retirement, and \$89,401 for Overtime) to \$612,356 to reflect actual projected expenditures.

New Title: "[Government Funding] Ordinance appropriating \$612,356 for permanent salaries, temporary salaries, overtime and retirement - non City, Sheriff for Fiscal Year 1990-91."

Recommended as amended.

14. File 101-90-81. [Government Funding] Ordinance appropriating \$271,360, City Planning, for capital improvement project (Mission Bay Project). RO #90226. (Controller)

ACTION: Hearing held. Amended provide for ratification of action previously taken (beginning on line 3, after "1990-91" add "; providing for ratification of action previously taken."; on line 15, add new "Section 2" which reads: "Although the City has incurred no legal obligation, the Board of Supervisors does hereby ratify the action previously taken.")

New Title: "[Government Funding] Ordinance appropriating \$271,360 for Capital Improvement Project (Mission Bay Project), City Planning for Fiscal Year 1990-91; providing for ratification of action previously taken."

Recommended as amended.



15. File 101-90-82. [Government Funding] Ordinance appropriating \$291,040, Fire Department, for facilities maintenance project (various stations/women facilities alterations) and rescinding \$291,040 from other contractual services. RO #90227. (Controller)
- ACTION: Hearing held. Amended to provide that funds are subject of previous budgetary denial (beginning on line 4, after "1990-91" add "; subject of previous budgetary denial."; on line 19, add new "Section 2" which reads: "This ordinance is adopted by two-thirds vote of all members of the Board of Supervisors pursuant to Section 6.306 of the Charter. This item was previously requested by budget estimate and denied by the Board of Supervisors."
- New Title: "[Government Funding] Ordinance appropriating \$291,040 for Facilities Maintenance Project (various stations/women's facilities alteration) and rescinding \$291,040 from other contractual services, Fire Department for Fiscal Year 1990-91; subject of previous budgetary denial."
- Recommended as amended.
16. File 47-91-3. [Garage Lease Documents] Ordinance approving and adopting Union Square Parking Garage legal documents and authorization to lease. (Real Estate Department)
- ACTION: Hearing held. Recommended.
17. File 97-91-18. [Agriculture] Ordinance amending Administrative Code by amending Sections 16.6-40 and 16.6-41 thereof, changing the title of organizations represented by the Agricultural Commissioner and Sealer of Weights and Measures. (City Attorney)
- ACTION: Hearing held. Amended beginning on line 3 to insert after "organizations" and before "represented" the words "and adding one organization".
- New Title: "[Agriculture] Ordinance amending Chapter I of the San Francisco Administrative Code by amending Sections 16.6-40 and 16.6-41 thereof changing the title of organizations and adding one organization represented by the Agricultural Commissioner and Sealer of Weights and Measures."
- Recommended as amended.
18. File 173-91-1. [First Lease Amendment to Lease of Real Property] Ordinance approving first lease amendment with Crent Company for occupancy of Pier 31 for warehousing facility, property controlled by the San Francisco Port Commission. (Port Commission)
- ACTION: Hearing held. Recommended.
19. File 7-91-3. [Public Transportation] Resolution approving revised fare schedule of the San Francisco Municipal Railway (pertaining to Section V, Regional Transfer arrangements); companion measure to File 97-91-21. (Public Utilities Commission)
- ACTION: Hearing held. Recommended.





20. File 97-91-21. [Hold Harmless Agreements] Ordinance amending Administrative Code by adding Section 1.40 thereto, authorizing the Public Utilities Commission to execute hold harmless agreements with transportation agencies; companion measure to File 7-91-3. (Public Utilities Commission)

ACTION: Hearing held. Recommended.

21. File 97-91-16. [Grants] Resolution requiring grant requests to address issues of accessibility for disabled people. (Supervisor Migden)

ACTION: Hearing held. Consideration continued to the Call of the Chair (at sponsor's request).

22. File 170-90-8.1. [Water Revenue Bonds] Resolution approving the issuance of not to exceed \$76,000,000 principal amount of Public Utilities Commission of the City and County of San Francisco, San Francisco Water Revenue Bonds, 1991 Series A, approving covenants contained in the indenture pursuant to which the bonds are issued and authorizing establishment of funds and accounts; companion measure to 170-90-8 and 97-91-19. (Public Utilities Commission)

ACTION: Hearing held. Recommended.

23. File 97-91-19. [Interest Payments] Ordinance amending Administrative Code by adding Chapter 64 thereto, to establish the San Francisco Bond Facilitation Act; companion measure to 170-90-8 and 170-90-8.1. (Public Utilities Commission)

ACTION: Hearing held. Recommended.

24. File 11-91-1. [Redevelopment Agency Bonds] Resolution approving the issuance by the Redevelopment Agency of the City and County of San Francisco of Multifamily Housing Revenue Bonds in an additional aggregate principal amount not to exceed \$35,000,000 for the purposes of its residential construction financing program for the Western Addition A-2 Redevelopment Project Area. (Supervisor Gonzalez)

ACTION: Hearing held. Consideration continued to 4/3/91 (public hearing closed).

25. File 91-91-1. [Redevelopment Agency Bonds] Resolution approving the issuance by the Redevelopment Agency of the City and County of San Francisco of agency revenue bonds in a par value not to exceed \$30,000,000 to finance public improvements and public facilities in the Yerba Buena Center Redevelopment Project Area. (Supervisor Shelley)

ACTION: Consideration continued to 4/3/91.

26. File 27-91-2. [Airport-Operating Agreement] Resolution approving the "Concession Agreement for Operation of Automobile Rental Services" between Thrifty Rent-A-Car System, Inc. and the City and County of San Francisco acting by and through its Airports Commission. (Airports Commission)

ACTION: Tabled (at sponsor's request).



27. File 28-91-3. [Emergency Work] Resolution authorizing the Director of the Department of Public Works to take necessary measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to restore the integrity of the sewer on Gough Street, Jackson Street to Washington Street. (Department of Public Works)

ACTION: Hearing held. Amended on line 18, to decrease estimated project cost from "\$400,000" to "\$391,460". Recommended as amended.

28. File 64-91-6. [Lease of Real Property] Resolution authorizing renewal of the lease of real property at 387 Ashton Avenue for the Ingleside Branch Library. (Real Estate Department)

ACTION: Hearing held. Recommended.

29. File 94-91-1. [Grant - Earthquake Funds] Resolution authorizing the Public Utilities Commission to apply for, accept and expend up to \$568,032 of emergency earthquake revenue reimbursement for costs and lost revenues resulting from providing emergency transit services following the Loma Prieta Earthquake. (Public Utilities Commission)

ACTION: Hearing held. Recommended.

30. File 146-91-26. [Grant - State Funds] Resolution authorizing the Department of Public Health, Family Health Bureau, to accept and expend an augmentation to a grant of \$26,000 from the State Department of Health Services, Maternal Child Health Branch Perinatal Services. (Department of Public Health)

ACTION: Hearing held. Amended to decrease proposed augmentation amount from \$26,000 to \$23,689 (on lines 5 and 11, decrease "\$26,000" to "\$23,689").

New Title: "[Grant - State] Resolution authorizing the Department of Public Health, Family Health Bureau, to accept and expend an augmentation grant of \$23,689 from the State Department of Health Services, Maternal Child Health Branch Perinatal Services."

Recommended as amended.

31. File 146-91-27. [Grant - Private Funds] Resolution authorizing the Department of Public Health, Community Public Health Services Division, Family Health Bureau to apply for a grant of \$150,000 from the National Fetal-Infant Mortality Review Program for enhancement of its community-based fetal-infant mortality review program for the residents of San Francisco. (Mayor)

ACTION: Hearing held. Amended to provide for ratification of action previously taken (on line 6, after "program" add "; providing for ratification of action previously taken."; beginning on line 12, after "San Francisco" add "; and, be it further resolved, that although the City has incurred no legal obligation, the Board of Supervisors does hereby ratify the action previously taken."



New Title: "[Grant - Private] Resolution authorizing the Department of Public Health, Community Public Health Services Division, Family Health Bureau to apply for a grant of \$150,000 from the National Fetal-Infant Mortality Review Program for enhancements of its community-based Fetal Infant Mortality Review Program; providing for ratification of action previously taken."

Recommended as amended.

32. File 146-91-28. [State and Local Government Awards Program] Resolution authorizing the Department of Public Health, San Francisco General Hospital, to apply for an award of \$100,000 from the Innovations in State and Local Government Awards Program of the Ford Foundation and the Harvard University John F. Kennedy School of Government for the Grandparents Who Care Support and Advocacy Project to the residents of San Francisco. (Mayor)

ACTION: Hearing held. Amended to provide for ratification of action previously taken (on line 6, after "project" add "; providing for ratification of action previously taken."; beginning on line 13, after "San Francisco" add "; and, be it further resolved, that although the City has incurred no legal obligation, the Board of Supervisors does hereby ratify the action previously taken."

New Title: "[State and Local Government Awards Program] Resolution authorizing the Department of Public Health, San Francisco General Hospital, to apply for an award of \$100,000 from the Innovations in State and Local Government Awards Program of the Ford Foundation and the Harvard University John F. Kennedy School of Government for the Grandparents Who Care Support and Advocacy Project; providing for ratification of action previously taken."

Recommended as amended.

33. File 146-91-29. [State and Local Government Awards Program] Resolution authorizing Department of Public Health, Division of Mental Health, Substance Abuse and Forensics, Center for Special Problems, to apply for an award of \$100,000 from the Innovations in State and Local Government Awards Program of the Ford Foundation and Harvard University John F. Kennedy School of Government for the Centers for Special Problems. (Mayor)

ACTION: Hearing held. Amended to provide for ratification of action previously taken (beginning on line 6, after "problems" add "; providing for ratification of action previously taken."; beginning on line 13, after "problems" add "; and, be it further resolved, that although the City has incurred no legal obligation, the Board of Supervisors does hereby ratify the action previously taken."

New Title: "[State and Local Government Awards Program] Resolution authorizing the Department of Public Health, Division of Mental Health, Substance Abuse and Forensics, Center for Special Problems, to apply for an award of \$100,000 from the Innovations in State and Local Government Awards Program of the Ford Foundation and the Harvard University John F. Kennedy School of Government for the Center for Special Problems; providing for ratification of action previously taken."

Recommended as amended.





34. File 148-91-6. [Grant - State Funds] Resolution authorizing the Department of Public Works to apply for, accept and expend grant funding in the amount of \$1,250,000 from the State of California, Resources Agency for providing additional environmental enhancement improvements in the Embarcadero Surface Roadway Project. (Department of Public Works)

ACTION: Hearing held. Amended to delete ", accept and expend" on page 1, lines 1 and 2, and on page 2, line 2.

New Title: "[Grant - State Funds] Resolution authorizing the Department of Public Works to apply for grant funding in the amount of \$1,250,000 from the State of California, Resources Agency for providing additional environmental enhancement improvements in the Embarcadero Surface Roadway Project."

Recommended as amended.

35. File 101-90-29. Hearing to consider Expanded Planning Advisory Group's Report on the Division of Mental Health, Substance Abuse and Forensic Services, in accordance with the Annual Appropriation Ordinance; companion measure to file 100-90-1.14 and 100-90-1.7. (Supervisor Walker)

ACTION: Hearing held. Filed.

36. File 100-90-1.14. [Release of Funds] Requesting release of funds, Department of Public Health, Division of Mental Health, Substance Abuse and Forensic Services, in the amount of \$864,315, to fund salaries and fringe benefits for administrative sections of the division; companion measure to files 100-90-1.7 and 101-90-29. (Department of Public Health)

ACTION: Hearing held. Resolution entitled "[Release of Reserve - Department of Public Health] Releasing reserve of \$864,315 in the administrative account of Community Mental Health, Department of Public Health" prepared in/reported out of Committee. Recommended.

37. File 101-90-10.2. Hearing to consider releasing the earthquake safety bond funds in the amount of \$1,357,365 on reserve for the Asian Art Museum to commence the predesign study and design phases of seismic improvements to the existing main library. (Supervisor Gonzalez)

ACTION: Hearing held. Consideration continued to 4/3/91 (at sponsor's request).

38. File 51-90-4.2. [Employee Claims] Transmitting claims of employees, various departments for reimbursement for personal property damaged and/or stolen in the line of duty. (Claims which Controller recommended non-payment). (Various Departments)

ACTION: Hearing held. Claim of Mark Sangervasi, Municipal Railway, severed. Filed (remainder of claims).

File 51-90-4.3. [Employee Claim] Transmitting employee claim, Mark Sangervasi, Municipal Railway, for reimbursement for personal property stolen in the line of duty. Consideration continued to 4/3/91.



39. File 138-90-2.1. Resolution authorizing the District Attorney of the City and County of San Francisco to expend funds in the amount of \$141,460 made available through the Office of the Attorney General for a project entitled "Child Victim Witness Investigative Pilot Project". (District Attorney)

ACTION: Consideration continued to 4/3/91.

40. File 79-91-1. [Federal Funding - Community Development] Resolution approving an amendment to the 1991 Community Development Program and Housing Assistance Plan; authorizing the Mayor, on behalf of the City and County of San Francisco, to apply for, receive, and expend \$1,936,000 in additional entitlement funds and transfer \$381,826 from contingencies under the City's 1991 Community Development Block Grant (CDBG) Program from the U.S. Department of Housing and Urban Development; approving addendum 1 to the expenditure schedule for recipient departments and agencies and for indirect costs, and, determining no environmental evaluation is required; and authorizing the receipt and deposit in contingencies of 1991 CDBG Entitlement Funds in excess of \$20,133,953. (Supervisor Gonzalez on behalf of Mayor's Office of Community Development)

ACTION: Hearing held. Amended on page 1, line 10 and on page 2, line 9, to reduce "\$20,133,953" to "\$1,936,000".  
Note - Addendum 1 amended (see file for details).

New Title: "[Federal Funding - Community Development] Resolution approving an amendment to the 1991 Community Development Program and Housing Assistance Plan; authorizing the Mayor, on behalf of the City and County of San Francisco, to apply for, receive, and expend \$1,936,000 in additional entitlement funds and transfer \$381,826 from contingencies under the City's 1991 Community Development Block Grant (CDBG) Program from the U.S. Department of Housing and Urban Development; approving Addendum 1 to the expenditure schedule for recipient departments and agencies and for indirect costs, and, determining no environmental evaluation is required; and authorizing the receipt and deposit in contingencies of 1991 CDBG Entitlement Funds in excess of \$1,936,000."

Recommended as amended.

SPECIAL ORDER - 4:00 P.M.

41. File 65-90-7.1. [Farmer's Market - Disposition and Development Agreement] Resolution authorizing and approving form and content of a disposition and development agreement for Blocks 5731, 5732, 5733, 5733A and 5734, Lot 1, commonly known as the Farmer's Market, as provided in Resolution No. 153-91. (Real Estate Department)

ACTION: Hearing held. Recommended.

SPECIAL ORDER - 4:30 P.M.

42. File 100-91-3. Hearing to consider status of projected budget shortfall for the City and County of San Francisco for Fiscal Year 1991-92. (Supervisor Gonzalez)

(Consideration continued from 3/20/91)

ACTION: Hearing held. Consideration continued to 4/3/91.



CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

### BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

March 25, 1991

DOCUMENTS DEPT.

TO: Finance Committee

MAR 27 1991

FROM: Budget Analyst

SAN FRANCISCO  
PUBLIC LIBRARY

SUBJECT: March 27, 1991 Finance Committee Meeting

Item 1 - File 97-91-5

**Note:** This item was continued by the Finance Committee at its meeting of March 13, 1991.

**Department:** Public Library

**Item:** Ordinance to amend the Administrative Code by adding Section 10.117-107 to authorize the acceptance of gifts by the Library Commission for the construction of additions or enhancements to the New Main Library.

**Description:** The proposed Section 10.117-107 of the San Francisco Administrative Code, entitled Library Commission Acceptance of Gifts for the New Library, would authorize the Library Commission to accept all gifts, donations, and contributions of money, property and personal services for the construction of additions or enhancements to the New Main Library. A Special Fund would be established for acceptance of the gifts entitled the Library Department Construction Fund. Interest earned from the proposed Special Fund would accrue to the Fund.

In addition, the proposed amendment would authorize the City Librarian, with approval by the Library Commission, to approve expenditures from the Fund for the New Main Library. Such expenditures would include the following:

1. Payment for the construction of additions or enhancements.

2. Payment of architecture and inspection charges to the Department of Public Works (DPW).
3. Payment of fees to outside architects, interior designers, and engineers for design services.
4. Payment for furniture and equipment.

As is presently proposed under this ordinance, the acceptance of all future gifts as well as the expenditure of all cash gifts would be accomplished by the Public Library without the approval of the Board of Supervisors.

Mr. Kenneth Dowlin, City Librarian, reports that, "the proposed amendment was designed by the City Attorney's Office to spare the Board of Supervisors and the Library the labor-intensive submission of each individual gift for acceptance by the Board of Supervisors", regardless of the value of the gift.

**Comments:**

1. The Library Foundation, a nonprofit organization formed to raise additional funds for the New Main Library, is currently embarking on a fund-raising drive to raise \$30 million to augment the \$109 million General Obligation Bond funds, of which \$104.5 million is dedicated to the New Main Library and \$4.5 million is dedicated to renovations to existing branch libraries. San Francisco voters approved these bond funds in 1988. Article 13A Section 1(b) of the California Constitution prohibits the use of such bond monies for furniture, fixtures and equipment. The fund-raising drive would raise funds to purchase these items, to build additions and enhancements to the New Main Library, to pay for DPW architectural and inspection expenses, and to contract with outside architects, interior designers, and engineers for design services.

2. Mr. Dowlin reports that the Library Foundation anticipates raising \$12 million or 40 percent of the \$30 million fund-raising goal by April 1991. The Library Foundation also anticipates the funds will be in the form of large donations.

3. Ms. Kathy Page of the Public Library reports that the proposed Special Fund would not be used to cover potential construction related cost overruns of the New Main Library. Rather, Ms. Page reports that the proposed Special Fund would be spent solely on items and services that are not covered by the bond funds. The bond funds can be spent only on the actual structure of the New Main Library. Special Fund expenditures would consist of the following; furniture,

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paint, wood paneling, cabinets, carpets, toilets, sinks, tables, chairs, desks, and floor coverings. In addition, bond funds do not cover services required to install and design the interior of the New Main Library. These services would include inspecting items not bought by bond monies or paying an interior design firm to design the interior.

4. Mr. John Madden of the Controller's Office reports that the Controller's Office is currently developing a policy for charging Special Funds for the indirect costs incurred to administer each Fund or alternatively requiring that interest earned from each Fund accrue back to the City to pay for the indirect costs incurred to maintain each Fund. To date, a specific procedure has not been established.

5. As previously stated, under the proposed ordinance, the Board of Supervisors would not have the authority to approve the acceptance of gifts of any value or approve any expenditures from the Special Fund for the New Main Library.

6. Presently, under Section 10.116 of the City's Administrative Code, acceptance of all gifts in excess of \$5,000 must be authorized by the Board of Supervisors. Further, generally, in order to expend monies deposited to a special fund, such expenditures require appropriation approval of the Board of Supervisors. While the Budget Analyst believes that a \$30 million fund-raising drive for the new Main Library is in the best interest of the City, the Budget Analyst believes that the potential expenditure of \$30 million for furniture, carpeting, etc. should be subject to the review and approval of the Board of Supervisors.

7. Mr. Dale Carlson, Public Library Commissioner, advises that the Public Library will present amendments to the proposed ordinance at the March 27, 1991 Finance Committee meeting. According to Mr. Carlson, the proposed amendment will probably limit the ordinance to only create the Library Department Construction Fund. However, without the proposed amendment, the Budget Analyst is unable to report on the proposed changes.

**Recommendation:** 1. Amend the proposed ordinance to require that all expenditures from the proposed new Library Department Construction Fund to subject to appropriation approval by the Board of Supervisors.

2. Approve the proposed ordinance as amended.

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Items 2 and 3 - File 101-90-72 and 102-90-14

**Note:** These items were continued by the Finance Committee at its meeting of March 20, 1991.

**Department:** Office of the Mayor - Employee Relations Division (ERD)

**Item:** Item 4 (File 101-90-72) is an ordinance appropriating \$232,985 for permanent salaries - miscellaneous, related mandatory fringe benefits and for professional and special services and for the creation of one new Civil Service position.

Item 5 (File 102-90-14) is the companion ordinance amending the Annual Salary Ordinance which reflects the creation of the new Civil Service position.

**Amount:** \$232,985

**Source of Funds:** General Fund - General Reserve

**Description:** This supplemental appropriation is a request by the Mayor's Office for additional staffing and contractual authority to provide the Employee Relations Division with resources to implement the provisions of Proposition D, Police and Fire Bargaining and Arbitration. Proposition D, approved by the City's electorate in the November 1990 election, requires the City and safety officer organizations (police officer, firefighters and airport police) to negotiate, through collective bargaining procedures, wages, hours, benefits and working conditions ("terms of employment"). The provisions of Proposition D override any conflicting Charter provision, ordinance or departmental rule except for certain provisions of the Retirement System.

Responsibility for employee relations resided in the Board of Supervisors until December of 1988, when the function was transferred to the Mayor's Office. The firm of Liebert, Cassidy & Frierson had been retained by the Board of Supervisors to operate the City's Employee Relations Division while it was the responsibility of the Board. Following transfer of the function to the Mayor's Office, the firm has been on retainer, in the amount of \$2,500 per month, to provide advice and training to personnel assigned to the Employee Relations Division.

This supplemental request is to provide funds for retaining the firm of Liebert, Cassidy & Frierson to perform the collective bargaining tasks required by Proposition D. The Mayor's Office is requesting to engage Liebert, Cassidy & Frierson on a sole source basis because of the firm's experience with the City and the firm's collective bargaining experience in a binding interest arbitration environment in other Bay Area localities.

Liebert, Cassidy & Frierson is neither an MBE nor a WBE firm. The Human Rights Commission (HRC) has approved the sole source engagement of Liebert, Cassidy & Frierson. According to Mr. Jeff Sloan of Liebert, Cassidy & Frierson, the rates that would pertain to the subject engagement are as follows:

<u>Position</u>	<u>Hourly Rates</u>
Paralegal	\$75
Associate	\$125-165
Partner	\$175-185

Mr. Sloan has informed the Budget Analyst that he estimates that the cost of the engagement for the legal services through June of 1991 would be approximately \$165,000 at an average hourly rate of \$155. However, Mr Sloan states that various factors, such as the number of bargaining units involved, the number of issues presented to the City as bargaining matters, whether arbitration is required, the number of issues that could require arbitration, and the level of attorneys assigned should arbitration be necessary, make it difficult to estimate the precise hours and levels of expertise that will be required.

In addition to the funding request for contractual services, the Mayor's Office is requesting \$9,632 to fund one new permanent position, an Employee Relations Assistant, for the balance of Fiscal Year 1990-91, commencing on March 25, 1991. According to the Mayor's Office, the proposed new position would be used to facilitate the wide range of research that will be necessary to present a competent case to arbitrators.

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The Mayor's Office proposes the following amendments to the Annual Salary Ordinance:

<u>Add</u>	<u>Position</u>	<u>Salary Range</u>	<u>Annual Salary at Step One</u>	<u>Annual Salary at Step Five</u>
1	AA04 Employee Relations Assistant	\$1,355 - \$1,642	\$35,366	\$42,856

ERD has provided the following budget of the proposed supplemental appropriation, which covers the period March 1, 1991 through June 30, 1991:

Permanent Salaries - Misc.

AA04 Employee Relations Assistant (7.0 pay-periods)	\$9,485
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Mandatory Fringe Benefits:

Social Security-MediCal	138
Unemployment	<u>9</u>

Subtotal - Personnel	\$9,632
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Contractual Services

Liebert, Cassidy & Frierson	165,000
Liebert, Cassidy & Frierson	<u>8,353<sup>1</sup></u>

Subtotal	\$173,353
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Arbitration (46.7 days at \$750/day)	35,000
Court Reporter	2,000
Transcripts	8,000
Expert Witness	<u>5,000</u>

Subtotal	<u>50,000</u>
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Subtotal - Contractual Services	<u>223,353</u>
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Total request	\$232,985
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<sup>1</sup> For work previously performed by Liebert, Cassidy and Frierson at the direction of the Board of Supervisors for legal services on the San Francisco Interns and Residents Association litigation.

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**Comments:**

1. Ms. Violeta Mosuela of the Clerk of the Board of Supervisors Office reports that total expenditures by the Board of Supervisors for the employee relations function in FY 1987-88 were \$178,998 litigation.

2. In FY 1988-89, the Board of Supervisors contracted with the firm of Liebert, Cassidy & Frierson on a retainer basis of \$15,028 per month. A total of \$75,140 was expended by the Board of Supervisors in the first five months of FY 1988-89 between July 1 and November 30, 1988 (five x \$15,028 per month) for employee relations activities. According to Ms. Mosuela, a total of \$105,196 was transferred from the Board of Supervisors budget to the Mayor's budget upon transfer of responsibility for the employee relations function on December 1, 1988. The \$105,196 represented the remaining funds allocated in the Board of Supervisors FY 1988-89 budget (seven months x \$15,028 per month) for the period December 1, 1988 through June 30, 1989.

3. Commencing on approximately December 1, 1988, the Mayor's Office received approval to increase the monthly retainer of Liebert, Cassidy & Frierson by \$13,972 per month from \$15,028 per month to \$29,000 per month, based on a significant increase in work required during the seven month period to negotiate over 36 new Memoranda Of Understanding (MOUs). Therefore, the total amount expended in FY 1988-89 for employee relations contractual duties was approximately \$278,140, \$75,140 in costs incurred under the Board of Supervisors and \$203,000 ( \$29,000 per month x seven months) in costs incurred by the Mayor's Office.



4. According to Mr. Claude Everhart, Deputy Mayor for Operations, ERD's current FY 1990-91 budget is as follows:

*Permanent Salaries	\$268,929
Mandatory Fringes	34,349
Professional Services	30,000**
Other Contractual Services	5,000
Travel	994
Training	426
Other Services	700
Telephone	6,500
Materials & Supplies	3,500
Rental of Property	<u>35,172</u>
Total	\$385,570

\*Includes the following positions:

- 1 1283 Director, Employee Relations
- 2 A112 Principal Employee Relations Representative
- 1 A113 Employee Relations Representative
- 1 1446 Secretary II
- 1 9786 Assistant to the Mayor III
- 1 9790 Assistant to the Mayor V (Whistleblower Program)

\*\*\$2,500 per month to Liebert, Cassidy & Frierson.

5. As reflected above, ERD's current budget of \$385,570 represents approximately a 39 percent increase over the employee relations costs in FY 1988-89. The proposed increase of \$232,985 reflects an additional 60 percent increase over the ERD's existing budget for FY 1990-91. As noted above, the proposed source of funding is the General Fund.

6. According to Ms. Maggie Jacobsen, Director of Employee Relations, the collective bargaining tasks required by Proposition D cannot be accomplished by existing ERD staff because of the legal expertise needed to prepare for possible arbitration and the experience needed in working with the City's organizations. Ms. Jacobsen states that the ERD has various new employees and that it is her expectation that, while ERD does not have sufficient experience at this time, the ERD staff would be able to assume such arbitration responsibilities when collective bargaining is again required in the future. Ms. Jacobsen states that should the current collective bargaining and/or arbitration tasks extend into FY 1991-92, additional funding would be required to retain Liebert, Cassidy & Frierson during that period. However, Ms. Jacobsen is unable, at this time, to provide an estimate of the costs for those contractual services, should they be required.

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7. Ms. Jacobsen reports that under the current contract with Liebert, Cassidy & Frierson, the firm has already initiated work on the current collective bargaining efforts on behalf of the City. The amendment to the contract will take effect on approximately March 1, 1991, and that, as a result, the City has incurred obligations to the firm. Therefore, the proposed legislation, if approved, should be amended to provide for the retroactive payment of expenses.

8. In addition to this proposed request of \$232,985, Ms. Jacobsen stated that there could still be a need for another supplemental appropriation request in an undetermined amount, in the current 1990-91 Fiscal Year for the services of Liebert, Cassidy & Frierson.

9. The requested contractual services amount is \$223,353, of which \$50,000 pertain to arbitration and arbitration-related services, including court reporter, transcripts and expert witness expenses. Should arbitration not be required, those costs may not be needed. Whether or not arbitration will be required will not be known until later in the collective bargaining process. Therefore, these contractual services costs, totalling \$50,000, should be reserved.

10. The Budget Analyst, Controller and the Mayor's Office recently projected a shortfall of up to \$158.3 million for the FY 1991-92 budget. Because of the projected shortfall, the Budget Analyst believes that the proposed ordinance, costing an additional amount of General Fund monies of \$232,353 for increased ERD costs for the remainder of FY 1990-91, and which would result in the creation of one new position, is a policy matter for the Board of Supervisors.

**Recommendations:** 1. Approval of this proposed legislation is a policy matter for the Board of Supervisors.

2. If this proposed legislation is approved, (a) amend the legislation to provide for retroactive payments for contractual services and (b) amend the legislation to reserve \$50,000 in contractual services, pending the actual need for such services.

Item 4 - File 101-90-76

**Note:** This item was continued from the Finance Committee meeting of March 20, 1991.

**Department:** Department of Public Health (DPH),  
San Francisco General Hospital (SFGH)

**Item:** Supplemental Appropriation Ordinance for a facilities maintenance project (renovation of office space) and a capital improvement project (nuclear laboratory relocation) for SFGH.

**Amount:** \$300,000

**Source of Funds:** Funds paid to San Francisco General Hospital by the Gladstone Foundation pursuant to the Foundation's lease agreement with SFGH.

**Description:** The Gladstone Foundation, a non-profit cardiovascular research institute, has leased space at San Francisco General Hospital (SFGH) since 1977. The Foundation recently requested that SFGH provide the Foundation with additional space and the two parties agreed to negotiate a completely new lease. The Board of Supervisors approved this lease in January, 1990 (File 65-89-10). Under the terms of the new lease, Gladstone Foundation agreed, among other considerations, to pay \$300,000 to SFGH at the beginning of the leasehold term. In return, SFGH agreed to reduce the Foundation's rent and utilities charges by \$150,000 in fiscal years 1992-93 and 1993-94, for a total rent and utility reduction of \$300,000. Gladstone Foundation and SFGH agreed to these terms in order for SFGH to have a lump sum to pay for the proposed two capital improvement projects.

The proposed supplemental appropriation in the amount of \$300,000 would be used to pay for the two capital improvement projects at SFGH. The first project involves the renovation of Ward 24, which is located in the SFGH's Building 20. This space is currently used by SFGH's Billing Department. The second project involves the relocation of SFGH's Nuclear Medicine Department to the ground floor of SFGH's main hospital building.

The additional space which has been leased by the Gladstone Foundation is located in SFGH's Building 9 (3rd floor) and is currently occupied by the Professional Fee Billing Unit. Gladstone will use this additional space to expand their cardiovascular research laboratories at SFGH. SFGH is proposing to relocate the Professional Fee Billing Unit to

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Ward 24, after the renovation has been completed, in order to consolidate it with the SFGH's Billing Department. According to SFGH, the consolidation of these activities into a single site will result in increased efficiencies both administratively and operationally. SFGH is proposing to use \$150,000 of the proposed \$300,000 supplemental appropriation to pay for the renovation of Ward 24 as follows:

<u>Project Budget</u>	
Demolition and Debris Removal	\$10,000
Electrical Work	18,500
Painting	23,000
Flooring	17,000
Partitions	25,000
Doors and Frames	2,000
Cabinets and Counters	3,000
Furniture	5,000
Heating System	17,000
Architectural Fees	4,496
Construction Overhead (12.1%)	18,075
Project Contingency (4.6%)	<u>6,929</u>
Total	\$150,000

SFGH's Nuclear Medicine Department is currently located in the basement of Building 100. According to SFGH, this building does not meet the construction codes required of inpatient facilities and, as such, has become a serious licensure and accreditation issue. According to SFGH, it would be more efficient and less costly to move the Nuclear Medicine Department to the ground floor of the main Hospital building than to attempt to bring Building 100 up to the strict standards of the hospital building codes. The SFGH is proposing to use \$150,000 of the proposed \$300,000 supplemental appropriation to pay for a portion of the cost to relocate the Nuclear Medicine Department. In addition to the \$150,000, SFGH reports that the SFGH has identified \$627,845 in State grant funds and \$1,029,166 in General Fund monies, (\$571,000 appropriated in the 1988-89 SFGH budget and \$458,166 appropriated under File 101-83-4) for a total (including this request) of \$1,807,011 to fund the relocation of this Department as follows:

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Project Budget

Program Planning and Design	\$189,000
Base Construction	1,339,080
Construction Contingency	80,345
State Permit Fees	20,086
Bureau of Architecture Administration Fees	33,000
Bureau of Architecture Inspection Fees	35,000
Consulting Architect	<u>110,500</u>
Total	\$1,807,011

**Comments:**

1. Ms. Kathy Murphy of SFGH reports that the Gladstone Foundation agreed to pay SFGH the \$300,000 at the beginning of the leasehold term, as a condition for being allowed to lease the additional space in Building 9. Under the terms of the lease, the Foundation also agreed to (1) pay market rental rates on the additional leased space (under the previous lease, the Foundation paid SFGH \$12 annually for the rent, a rate which was originally negotiated by SFGH in order to attract research institutes to locate at the hospital), (2) begin to pay market rental rates on the entire leased property in 1992, (3) pay a prorata share of SFGH's, utilities, maintenance and repair expenses based on the Foundation's total number of leased square feet, and (4) improve the newly leased space at its own expense. Based on these terms, Ms. Murphy estimates that SFGH will be paid by Gladstone (1) \$532,851 (the \$300,000 as cited above to pay the upfront costs for the proposed capital improvement projects plus \$232,851 for rental and utilities payments) in FY 1990-91, (2) \$291,444 (for rental and utilities payments) in FY 1991-92, (3) \$153,547 (\$303,547 for rental and utilities payments less \$150,000) in FY 1992-93 and (4) \$165,651 (\$315,651 for rental and utilities payments less \$150,000) in FY 1993-94.

2. The Capital Improvement Advisory Committee reports that the proposed supplemental appropriation is in conformity with the Six-Year Capital Expenditure Plan.

3. Ms. Kathy Jung of SFGH reports that the Bureau of Architecture, through its RFP process, has selected the architecture firm of Stone, Marraccini and Patterson to provide the architecture consulting services for the relocation of the Nuclear Medicine Department. Stone, Marraccini and Patterson is neither an MBE or WBE firm, but is an LBE firm.

4. Ms. Jung advises that the Bureau of Architecture has not, as yet, selected the contractor to perform the necessary construction work, for the relocation of the Nuclear Medicine Department. As such, the estimated total cost of \$1,807,011 to

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fund this project does not reflect the actual contract amount for these services. In addition, the SFGH is unable to provide the MBE/WBE status of the contractor. Therefore, the proposed \$150,000, which would fund a portion of this project, should be placed on reserve pending the provision of budget details on the project which reflect the actual contract amounts for the construction work, along with information on the MBE/WBE status of the contractors.

5. Ms. Murphy reports that the renovation of Ward 24 is currently in process. Ms. Murphy advises that SFGH has been using funds from its Facilities Maintenance account to pay for the renovation costs. According to Ms. Murphy, the proposed \$150,000 from Gladstone Foundation would be used to reimburse the Facilities Maintenance account.

6. Ms. Murphy advises that the renovation of Ward 24 is being primarily handled by in-house SFGH staff. However, subcontractors were selected, through the Purchasing Department, to perform certain aspects of the renovation. These subcontractors are as follows:

<u>Contractor</u>	<u>Contract Amount</u>
1. W. Wong Construction (MBE firm certified by HRC)	\$20,047
2. McClure Electric (neither an MBE or WBE firm)	18,720
3. KMF Associates (neither an MBE or WBE firm)	7,550
4. Western Plumbing & Heating Co. Inc. (neither an MBE or WBE firm)	<u>3,196</u>
	\$49,513

7. Mr. Eric Miller of SFGH reports that, including the above contractual services, a total of approximately \$114,000 of the proposed \$150,000 has been expended to date for the renovation of Ward 24. Mr. Miller anticipates that the remaining \$36,000 will be expended for in-house services. Since SFGH has already expended \$114,000 for the renovation of Ward 24, approval for this project request should be made on a retroactive basis.

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- Recommendations:**
1. Amend the proposed ordinance to reserve the \$150,000 for the relocation of the Nuclear Medicine Department, pending SFGH's provision of budget details on the project which reflect the actual contract amount for the construction work, along with information on the MBE/WBE status of the contractor.
  2. Amend the proposed ordinance to provide for retroactive payments on the facilities maintenance project (Ward 24).
  3. Approve the proposed ordinance as amended.





Item 5 - File 27-91-1

**Note:** This item was continued by the Finance Committee at its meeting of March 20, 1991

**Department:** Airports Commission

**Item:** Ordinance approving Modification No. 2 of the Lease and Use Agreement between Qantas Airways, Ltd., and the City and County of San Francisco acting by and through its Airports Commission.

**Description:** The existing lease with Qantas Airways is for a 30-year term from July 1, 1981 to June 30, 2011.

The proposed lease modification would develop a portion of the undeveloped space on the fourth level in the International Terminal for a VIP lounge and delete space in Boarding Area D in the International Terminal presently used for a VIP lounge.

<u>International Terminal</u>	<u>Square Feet</u>	<u>Category</u>
Add: Fourth Level	3,677	II
Delete: Boarding Area D	2,545	II

Airport space categories are defined as follows:

Category I	Ticket Counters and Hold Rooms (waiting areas by gates).
Category II:	Ticket Counter Back Offices, VIP Clubs, Baggage Claim Lobbies.
Category III	Administrative and Operations Offices (basement level)
Category IV	Baggage Handling Areas
Category V:	Unenclosed or Covered Areas (ramp level)

**Comments:** 1. Qantas Airways, Ltd., Lease and Use Agreement Modification No. 2 was adopted, February 5, 1991, by Airports Commission Resolution No. 91-0029.

2. The proposed deletion of 2,545 square feet of space and the addition of 3,677 square feet of space would result in a net increase of 1,132 square feet of Category II space for Qantas Airways. The total amount of space that would be leased by Qantas Airways as a result of the proposed modification No. 2 is as follows:

<u>Exclusive Use</u>	<u>Square Feet</u>
Category I	492
Category II	6,137
Category III	2,846
Total	9,475

<u>Joint Use</u>	<u>Square Feet</u>
Category I	36,492
Category II	348
Category III	1,373
Category IV	17,110
Total	55,323

3. The annual revenues to the Airport for the space that would be vacated and added are approximately a \$70,140 decrease and an \$101,338 increase, respectively, for a net increase of \$31,198. According to Ms. Angela Gittens of the Airports Commission, total annual revenues to the Airport from Qantas Airways for exclusive use space would therefore be increased from \$239,526 to \$270,724, or by \$31,198, as a result of the proposed ordinance.

4. Ms. Gittens reports that the Airport intends to use the vacated space as a transit lounge.

**Recommendation:** Approve the proposed ordinance.

Item 6 - File 31-91-3

**Note:** This item was continued by the Finance Committee at its meeting of March 13, 1991

**Department:** Assessor's Office

**Item:** Resolution authorizing the immediate filling of a vacant position.

**Position:** 4282 Chief Assistant Assessor

**Retirement Date:** February 15, 1991

**Normal Refill Date:** June 6, 1991

**Actual Refill Date:** February 19, 1991

**Funding Needed:** \$24,961.95

**Proposed Funding Source:** Excess Salary Savings

**Description:** Section 10, Subsection 1 of the Annual Appropriation Ordinance permits immediate filling of a position left vacant due to retirement of an incumbent when a lump sum payment is made for accumulated leave. The immediate filling of a vacant position requires a request by the department's appointing officer, the approval of the department head, the recommendation of the General Manager, Personnel, and the Mayor and approval by ordinance or resolution of the Board of Supervisors.

**Comments:**

1. The Chief Assistant Assessor retired on February 15, 1991, and was paid for 612 hours of accumulated sick leave, which prevents the refilling of this position until June 6, 1991. A new Chief Assistant Assessor took office effective February 19, 1991. As a result, the proposed ordinance, if approved, should be amended to authorize the filling of the Chief Assistant Assessor position retroactive to February 19, 1991.
2. The Controller has certified the availability of funds from the permanent salaries account for the immediate filling of the position of Chief Assistant Assessor.

3. According to Mr. Gerado Sandoval of the Mayor's Office, the Mayor's Office has approved the personnel requisition for the proposed Chief Assistant Assessor.

**Recommendation:**

Amend the proposed resolution to retroactively fill this position effective February 19, 1991, and approve the proposed resolution as amended.

Item 7 - File 101-88-79.2

**Note:** This item was continued at the March 20, 1991 Finance Committee meeting.

**Department:** Department of Social Services (DSS)

**Item:** Request to release a reserve

**Amount:** \$64,400

**Source of Funds:** General Fund monies appropriated in the DSS 1988-89 budget but placed on reserve.

**Description:** In March 1989, the Board of Supervisors approved a Supplemental Appropriation Ordinance (File 101-88-79) to appropriate \$230,000 for professional services to conduct classification studies for DSS. The \$230,000 was reserved pending selection of the outside contractor, hourly rates, estimated hours, and determination of the MBE and WBE status of the contract. The Board of Supervisors subsequently released funds in the amount of \$127,000 (File 101-88-79.1) to initiate a contract with Ralph Andersen and Associates to conduct the first phase of a classification study for the DSS in May 1989, and continued to reserve \$73,000 for the phase two study. The remaining \$30,000 (\$230,000 less \$127,000 less \$73,000) was returned to the City's General Fund. The Department of Social Services is requesting a release of the reserve in the amount of \$64,400 for phase two of the classification study. \$49,400 of the the proposed phase two reserved funds would be used to acquire contract services to provide an expanded Classification and Performance Standards Study to include additional "DSS only" classifications and Social Worker and Eligibility Worker series common to DSS and the Department of Public Health (DPH). The remaining \$15,000 of the reserved funds would fund additional costs of the classification review of the first phase of the study, such as any additional work for Ralph Andersen and Associates that may result from possible appeals to the Civil Service Commission. According to Ms. Judy Schutzman of the DSS, this \$15,000 for the first phase of the study would be spent on an as needed basis. Any of the \$15,000 not needed for this additional work from the first phase of the study would be returned to the General Fund. The \$64,400 requested by DSS is \$8,600 less than the \$73,000 on reserve for the purpose of the phase two contract.

The proposed second phase of the study would provide for an expanded classification and performance standards study for DSS positions not previously studied as well as those DPH classes that are closely related to the DSS Social Worker and Eligibility Workers series. Elements of the proposed study would include: analysis of departmental classifications and those of DPH and the development of new classification specifications as needed; evaluation and analysis of current internal relationships between classifications and recommendations for revised internal relationships between classifications; analysis of the Department's current performance appraisal system and development of job-related performance standards for each classification; and development of an ongoing classification maintenance plan.

The \$73,000 for the second phase of the classification study remained on reserve pending clarification as to details relating to a City-wide classification study that did not materialize. The proposed study of classifications at the DPH is being undertaken at the suggestion of the Civil Service Commission to examine the possibility of consolidating the Social Worker and Eligibility Worker functions performed by the DPH and DSS. Therefore, the current request for release of reserved funds is not a City-wide study as originally intended.

DSS selected an outside contractor through a Request For Proposal (RFP) process. A total of 29 firms were sent notices informing them of the RFP. Of the 29 firms notified, four firms responded to DSS with requests for further information. The firms which responded included, Lillian Holford Personnel Services, Redenux and Associates, U.S. Human Resources Group and Ralph Andersen and Associates. Of the firms that responded, only one firm, Ralph Andersen and Associates, submitted a bid which was selected to conduct the study.



The following is a breakdown of costs for the classification study as provided by Ralph Andersen and Associates:

Phase Two

A total of 148 positions studied at a cost of \$300 per position, or 528 staff hours at an average cost of \$84 per hour:

\$44,400

Expenses

5,000 \*

Additional Cost For Phase One

157 staff hours at an average cost of \$84 per hour

13,200

Expenses

1,800 \*

Total

\$64,400

\* Cost for operating expenses is based on guidelines contained in the Request for Proposals. These operating expenses include, printing, photocopy, materials, travel, telephone, postage and insurance.

**Comments:**

1. According to Ms. Mohini Mirchandini, Contract Manager at DSS, the Department has been notified by the State Department of Social Services that the proposed classification study represents a category of expenditure that is reimbursable by the State. Ms. Mirchandini adds that because expenditures for the proposed study would be reimbursed by the State at the same rate as other departmental expenditures, DSS anticipates the City's General Fund would recover approximately 75 percent, or \$48,300 of the costs of the proposed \$64,400 study. Therefore, 25 percent, or \$16,100 of the \$64,400 required for the study would be funded through the General Fund.

2. Ralph Andersen and Associates is neither a Minority Business Enterprise firm nor a Women Business Enterprise firm. According to Mr. Isaiah Rothblatt, Contract Manager of DSS, the firm of Ralph Andersen and Associates intended to subcontract with an MBE or WBE firm. The Budget Analyst requested information from DSS as to the portion of MBE/WBE participation of the subcontractors regarding this requested phase two classification study. Ms. Mirchandini of DSS then advised the Budget Analyst that Ralph Andersen and Associates had subsequently decided not to use any subcontractors because in their experience, work performed by such firms on this project was substandard. On February

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6, 1991, the Finance Committee continued to reserve the entire \$64,400 request pending the DSS providing written confirmation to the Finance Committee that Ralph Andersen and Associates has acquired a City certified MBE and/or WBE subcontractor and that a specified amount of the \$64,400 contract will be paid to a certified MBE and/or WBE firm.

3. DSS is now returning to the Board of Supervisors with written clarification of Ralph Andersen's intent to use subcontractors for approximately 11 percent or \$7,000 of the proposed \$64,400 contract amount. According to DSS's response, Ralph Andersen and Associates is proposing to subcontract with Kiyomura and Ishimoto Associates. The Human Rights Commission reports that Kiyomura and Ishimoto Associates is a City certified MBE firm.

4. At the March 20, 1991 Finance Committee meeting, the Finance Committee directed that a letter be sent to the Controller requesting that the remaining \$8,600 of the initial reserve of \$73,000 be returned to the General Fund.

**Recommendation:** Release the \$64,400 in reserved funds.

Items 8 and 9 - Files 101-90-78 and 102-90-15

**Departments:** Department of Public Works (DPW)  
Recreation and Parks Department (RPD)  
Chief Administrative Officer (CAO)

**Item:** Item 8 (File 101-90-78) is an ordinance appropriating \$19,338,542, for the Department of Public Works, Recreation and Park Department, and the Chief Administrative Officer for various capital improvement projects, permanent salaries and related mandatory fringe benefits and financial consultation. The proposed ordinance also funds two new limited tenure positions in the Recreation and Parks Department.

Item 9 (File 102-90-15) is the companion amendment to the Annual Salary Ordinance reflecting the creation of one limited tenure AA03 Assistant Zoo Director and one limited tenure 1446 Secretary II.

<b>Amount:</b>	\$19,306,580	Earthquake Safety Bond proceeds
	<u>\$31,962</u>	Zoo Infrastructure Project
	\$19,338,542	Total

**Source of Funds:** 1990 Earthquake Safety Bond proceeds

**Description:** In June of 1990, San Francisco voters authorized the sale of \$332.4 million in bonds to fund capital improvements to restore earthquake damaged buildings. However, not more than \$65 million in General Obligation bonds can be sold in any one year. In January of 1991, the City issued the first \$23 million in bonds for the Earthquake Safety Program.

The Board of Supervisors approved three previous supplemental appropriation ordinances which provided General Fund monies "up-front" to begin work on Earthquake Safety Program projects. These prior appropriations for the Earthquake Safety Program totalled \$3,693,420. When the bonds were sold in January of 1991, these monies were reimbursed back to the General Fund. The proposed supplemental appropriation ordinance would allocate the remaining \$19,306,580 of these Earthquake Safety Bond proceeds to pay for design and construction repair work planned for various buildings and facilities.

The following budget summarizes the total request of \$19,338,542 (A detailed budget of the DPW and CAO costs is presented in Attachment 1):

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DPW Planning and Project Control	\$2,340,700
Project Management (See Attachment 3)	\$1,752,075
Program Office Relocation (See Attachment 4)	\$510,325
Bond Program reports	\$78,300
Building design, repair and reconstruction	16,962,555
CAO bond finance advising	<u>3,325</u>
Subtotal DPW and CAO	\$19,306,580
RPD Salaries and Fringe Benefits (See below)	<u>31,962</u>
Total Supplemental Appropriation Request	\$19,338,542

The proposed supplemental appropriation ordinance would allocate \$3,325 to the CAO's Office for 4.75 percent of the salary of a Deputy Fiscal Officer, who assists the bond counsel and financial advisor in determining the timing and sizing of the bond sale. Prior legislation (File 101-90-15), approved by the Board of Supervisors in October of 1990, established an interdepartmental recovery system for allocation of funds to pay for the Deputy Fiscal Officer position, whose annual salary is \$70,000.

Of the total of \$3,693,420 previously appropriated, \$760,000 was allocated to begin work on the San Francisco Zoo's subsurface utilities and infrastructure. The proposed ordinance would appropriate \$31,962 of the \$760,000 allocated for the Zoo Subsurface Infrastructure Project to permanent salaries and mandatory fringe benefits for the creation of one AA03 L Assistant Zoo Director position and one 1446 L Secretary II position. Both positions would be located in the Recreation and Parks Department.

The Assistant Zoo Director position would be responsible for coordinating the various construction projects on the Zoo's infrastructure with the Zoo's Master Plan and the on-going operations and maintenance of the Zoo. The Secretary II position would provide corresponding clerical support. RPD proposes the following amendments to the Annual Salary Ordinance:

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<u>Add</u>	<u>Position</u>	<u>Bi-weekly Salary Range</u>	<u>Annual Position Salary at Top Step</u>
1	AA03 L Asst. Zoo Director	\$1,881 - \$2,287	\$59,691
<u>1</u>	1446 L Secretary II	\$1,027 - \$1,243	<u>\$32,442</u>
2	Total		\$92,133

The proposed Civil Service positions would be classified as "L" positions, or "limited tenure" positions. These "L" positions would remain in the budget only for the duration of bond funding for the Zoo improvements. DPW expects the Zoo bond funded improvements to be completed within five years.

The proposed funding in the supplemental appropriation legislation would provide for the two positions for the period 2/15/91 through 6/30/91 as follows:

Permanent salaries:

Assistant Zoo Director (9.5 pay-periods @ first step )	\$17,870	
Secretary II (9.5 pay-periods @ third step)	<u>10,745</u>	
Subtotal permanent salaries		\$28,615

Mandatory fringe benefits:

Retirement	1,500	
Social Security	347	
Health	<u>1,500</u>	

Subtotal mandatory fringe benefits		<u>3,347</u>
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Total salaries and fringe benefits		\$31,962
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As previously noted, the total requested amount is \$19,338,542, consisting of \$19,303,255 for DPW, \$3,325 for the CAO, and \$31,962 for RPD.

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**Comments:**

1. The Capital Improvement Advisory Committee has reviewed the proposed request and recommends approval of the supplemental appropriation with the exception of the funding related to the San Bruno Men's Jail facility. DPW has requested funding in the amount of \$1,284,000 for programming and preliminary design to seismically upgrade the San Bruno Men's Jail. According to Mr. Calvin Malone of the Capital Improvement Advisory Committee (CIAC), due to other structural problems with the facility, construction work to seismically upgrade the facility may not be cost effective. However, the CIAC has recommended approval of \$250,000 for an Environmental Impact Review and Master Plan study by the Department of City Planning to determine the desirability of seismically upgrading the jail facility. The CIAC has further recommended that the remaining \$1,034,000 be reserved until a determination is made on the cost effectiveness of seismically upgrading the San Bruno Men's Jail facility.

2. DPW is requesting \$16,962,555 for architectural design and construction costs. DPW's Bureau of Architecture (BOA) would be responsible for the architectural design work. Of the total of \$16,962,555, DPW is requesting \$4,931,286 for construction costs pertaining to the following projects:

City Hall Annex	\$27,680
DeYoung Museum Complex	48,960
San Francisco General Hospital Complex	827,024
Ingleside Police Station	800,000
Laguna Honda Hospital	204,080
Main Library	789,582
Marina Green Park	1,817,440
St Mary's Garage	<u>416,520</u>
Total	\$4,931,286

Of the projects listed above, the City Hall Annex and the Ingleside Police Station projects are currently under construction. However, DPW has not selected construction contractors for the remaining construction projects. The funding for these projects, totalling \$4,103,606 (\$4,931,286 less \$800,000 for Ingleside, less \$27,680 for City Hall Annex), should be reserved pending the provision of the construction contract amounts and the MBE/WBE status of the construction contractors.



3. DPW has budgeted \$922,000 for small repairs to earthquake damaged City buildings with Federal Emergency Management Agency (FEMA) approval for reimbursement (See Attachment 1). Attachment 2 provides a listing of these 87 repair projects totalling \$922,000. A total of \$1,018,000 was previously allocated to these projects in the pre-bond supplemental approved by the Board of Supervisors in October of 1990. Of the total of \$922,000, Mr. Mark Primeau of BOA has advised the Budget Analyst that construction contractors for 26 projects, at a total cost of \$340,688, have not yet been selected. The amount of \$340,688 should be reserved pending the provision of construction contract amounts and the MBE/WBE status of the construction contractors.

4. The BOA has budgeted \$2,340,700 for project planning and management. The BOA has provided the following budget of the funds to be allocated for project planning and management:

Bureau of Architecture staff (See Attachment 3 for details)		\$1,752,075
Office Relocation costs (See Attachment 4 for details)		
Moving Expenses		\$10,000
Equipment - telephone system (\$30,500), photocopier (lease at \$4,000/yr.), 2 high-speed FAX machines (2 machines at \$3,500/machine)		41,500
Office furniture (30 workstation @ \$3,320 per station and common area furniture costing \$9,725)		109,325
Rent/Tenant Improvements		342,000
Services by Real Estate		<u>7,500</u>
Total		510,325
Cost of Bond program report reimbursed to General Fund		<u>78,300</u>
Total		\$2,340,700

According to Mr. Malone of the CIAC, the Administrative Code requires that a Bond Program Report be approved by the Board of Supervisors prior to the authorization of the bond issue. The cost of the Bond Program Report for the Earthquake Safety Bond Program was \$78,300. The proposed legislation would allocate \$78,300 to reimburse the General Fund for the cost of producing the Bond Program Report.

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5. Mr. Primeau reports that the BOA requires additional office space for the staff assigned to the Earthquake Safety Bond Project because of inadequate office space at the Bureau's 45 Hyde Street offices. Mr. Primeau states that the Bureau expects to hire 25 to 30 new architects into existing budgeted unfilled positions for the Earthquake Safety Bond Program design work. According to Mr. Primeau, the current BOA office does not have the space necessary to accommodate the Earthquake Safety Bond Program staff. Therefore BOA is requesting funding to relocate part of the Bureau staff to proposed new space at 1717 Mission Street. Proposed legislation approving the new lease will be submitted to the Board of Supervisors at a later date.

6. The classification code in the proposed Supplemental Appropriation Ordinance for the Assistant Zoo Director should be specified as "AA03" instead of AA00. The Supplemental Appropriation Ordinance should therefore be amended to reflect the AA03 classification code as presented in the Amendment to the Annual Salary Ordinance.

7. The RPD is requesting the creation of two new positions, one Assistant Zoo Director and one Secretary II position, to oversee and coordinate the \$26 million Zoo infrastructure project with the Zoo's Master Plan. The Budget Analyst believes that RPD does not require two additional positions to oversee the Zoo infrastructure project, since much of the actual project management will be handled by DPW's Clean Water Program (CWP). The Clean Water Program notes that RPD will require one person to function as a contact person to CWP and to coordinate the various phases of the Zoo infrastructure project with the Zoo's other improvements under the Master Plan. However, such coordination could be assigned to an existing staff position already familiar with the Zoo Master Plan, such as the existing Assistant Zoo Director, rather than creating two new positions. It should also be noted that, with the exception of the Public Library, which received temporary new staff to oversee its \$109.5 million Main Library construction bond project, other City Departments, such as the Fire and Sheriff's Department, and San Francisco General Hospital, reassigned existing staff to oversee their respective construction bond programs. Therefore, the Budget Analyst recommends that the AA03 Assistant Zoo Director position and the 1446 Executive Secretary II position not be approved and that the proposed supplemental appropriation ordinance be reduced by \$31,962 to reflect the elimination of the Permanent Salary and Fringe Benefit amounts.

8. If the Finance Committee chooses not to accept the Budget Analyst's recommendation to eliminate the two positions requested by RPD, the funding for the two positions should be reduced by \$12,826 from \$31,962 to \$19,136 to reflect actual projected funding needed for 5.5 pay-periods through the end of FY 1990-91. The following table details the recommended reductions to Permanent Salaries and Fringe Benefits:

	Proposed Amount Using 9.5 Pay-Periods	Budget Analyst Recommended Amount Using 5.5 Pay-Periods	Estimated Savings
<u>Recreation and Park Department - Zoo</u>			
1 - AA03 L Assistant Zoo Director	\$17,870	\$10,346	\$7,524
1 - 1446 L Secretary II	<u>10,745</u>	<u>6,220</u>	<u>4,525</u>
Subtotal Salaries Zoo	\$28,615	\$16,566	\$12,049
Mandatory Fringe Benefits:			
Retirement	\$1,500	\$869	\$631
Social Security	347	201	146
Health	<u>1,500</u>	<u>1,500</u>	<u>0</u>
Subtotal Mandatory Fringe Benefits	\$3,347	\$2,570	\$777
Total Salaries and Benefits	\$31,962	\$19,136	\$12,826

**Recommendations:** Amend the supplemental appropriation ordinance (File 101-90-78) to:

1. Reserve the amount of \$5,478,294 from the total of \$19,338,542, consisting of \$1,034,000 (Comment No. 1) for the San Bruno Men's Jail facility as recommended by the CIAC, \$4,103,606 (Comment No. 2) for construction projects with no specified contractor, and \$340,688 (Comment No. 3) for small construction projects with no specified contractor.
2. Reduce the total of \$19,338,542 by \$31,962 to \$19,306,580 to reflect the elimination of funding for the Assistant Zoo Director position and the Secretary II position.
3. Approve as amended (File 101-90-78).

Disapprove the amendment to the Annual Salary Ordinance (File 102-90-15).

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

## Project Allocations

<i>Project Description</i>	<i>Planning and Design</i>	<i>Construction</i>	<i>Prog. Control Management</i>	<i>Total Supp. Request</i>	<i>Total Project Budget</i>	<i>Budgeted Amt Remaining</i>
City Hall	\$500,000			\$500,000	\$128,540,500	\$128,040,500
DPH Headquarters	\$500,000			\$500,000	\$17,735,100	\$17,235,100
City Hall Annex	\$16,320	\$27,680		\$44,000	\$136,000	\$92,000
Civic Auditorium	\$3,318,108			\$3,318,108	\$27,709,000	\$24,390,892
Davies Hall	\$91,200			\$91,200	\$760,000	\$668,800
Opera House	\$500,000			\$500,000	\$42,225,900	\$41,725,900
Veteran's Building	\$500,000			\$500,000	\$40,965,000	\$40,465,000
Bernal Heights Library	\$14,000			\$14,000	\$424,100	\$410,100
Candlestick Stadium				\$0	\$629,000	\$629,000
CAS Complex				\$0	\$171,600	\$171,600
DeYoung Museum Complex	\$8,640	\$48,960		\$57,600	\$388,600	\$331,000
DSS Office - 150 Otis	\$179,000			\$179,000	\$179,000	\$0
DSS Office - 170 Otis	\$64,800			\$64,800	\$64,800	\$0
EDP Building				\$0	\$213,800	\$213,800
Eureka Branch Library	\$16,000			\$16,000	\$517,800	\$501,800
Excelsior Branch Library	\$12,000			\$12,000	\$314,200	\$302,200
SFGH Complex	\$710,644	\$827,024		\$1,537,668	\$3,027,000	\$1,489,332
Golden Gate Branch Library	\$18,000			\$18,000	\$674,500	\$656,500
Hall of Justice	\$65,112			\$65,112	\$542,600	\$477,488
Ingleside Police Station	\$117,100	\$800,000		\$917,100	\$1,019,000	\$101,900
Laguna Honda Hospital	\$95,920	\$204,080		\$300,000	\$436,000	\$136,000
Legion of Honor	\$90,000			\$90,000	\$90,000	\$0
Main Library	\$266,418	\$789,582		\$1,056,000	\$5,280,000	\$4,224,000
Marina Branch Library	\$16,000			\$16,000	\$534,800	\$518,800
Marina Green Park	\$227,180	\$1,817,440		\$2,044,620	\$2,271,800	\$227,180
Marina Green, West end Restrooms				\$0	\$168,400	\$168,400
Mission Bartlett Parking Garage				\$0	\$18,000	\$18,000
Mission Library				\$0	\$100,000	\$100,000
Music Concourse	\$894,000			\$894,000	\$7,450,000	\$6,556,000
North Beach Branch Library	\$20,000			\$20,000	\$755,800	\$735,800
Ortega Branch Library	\$14,000			\$14,000	\$425,800	\$411,800
Palace of Fine Arts	\$77,400			\$77,400	\$645,000	\$567,600
Park Police Station	\$123,000			\$123,000	\$1,025,000	\$902,000
Police Academy	\$18,000			\$18,000	\$18,000	\$0
Purchaser's Main Shop Building	\$18,000			\$18,000	\$18,000	\$0
Purchaser's Office and sub shops	\$18,000			\$18,000	\$18,000	\$0
San Bruno Men's Jail	\$1,284,000			\$1,284,000	\$10,700,000	\$9,416,000
San Bruno Women's Jail	\$102,480			\$102,480	\$854,000	\$751,520
South of Market Cultural Center	\$18,000			\$18,000	\$18,000	\$0
St. Mary's Garage	\$64,080	\$416,520		\$480,600	\$534,000	\$53,400
Taraval Police Station	\$18,000			\$18,000	\$18,000	\$0
Turk Street Sub-Station	\$18,000			\$18,000	\$18,000	\$0
West Portal Branch Library	\$21,000			\$21,000	\$771,300	\$750,300
Western Addition Branch Library	\$14,000			\$14,000	\$440,200	\$426,200
Youth Guidance Center	\$794,200			\$794,200	\$794,200	\$0
SF Zoo Subsurface Infrastructure				\$0	\$26,000,000	\$26,000,000
Asbestos Abate.-Various facilities				\$0	\$2,930,000	\$2,930,000
Earthquake damaged City Building	\$922,000			\$922,000	\$1,940,000	\$1,018,000
Facilities Planning and Assessment				\$0	\$1,890,000	\$1,890,000
Bureau of Architecture			\$2,340,700	\$2,340,700		
Project and Program Contingency			\$266,667	\$266,667		
Chief Administrative Officer			\$3,325	\$3,325		
<b>Total</b>	<b>\$11,764,602</b>	<b>\$4,931,286</b>	<b>\$2,610,692</b>	<b>\$19,306,580</b>	<b>\$332,399,800</b>	<b>\$315,703,912</b>

MINOR EARTHQUAKE REPAIRS  
FOR PROJECTS WITH FEMA DSRs <\$37,500  
SUPPLEMENTAL REQUEST: \$922,000

<u>LOC #</u>	<u>DEPT #</u>	<u>FAC #</u>	<u>FACILITY</u>	<u>TOTAL PROJ. COST</u>
E1-003	72	369	Produce Market Admin	910
E1-005	28	508	South of Market Cultural Center	47,725
E1-010	83	876	Park Emerg. Hospital	6,364
E1-017	83	936	Potrero Hill Health Center	519
E1-020	90	421	1680 Mission	32,470
E1-021	90	1054	Powerhouse	519
E1-022	75	425	Central Fire Alarm Station	389
E1-024	75	428	Telecom Bureau trailer #1	1,299
E1-025	75	429	Telecom Bureau trailer #2	649
E1-029	61	968	Asian Art Musuem	32,730
E1-040	31	700	Fire Station #40	389
E1-062	31	734	Fire Dept. Headquarters	59,297
E1-080	12	1042	Hidden Valley Ranch	2,079
E1-081	12	1043	Log Cabin Ranch	1,130
E1-096	41	496	Library Office Building	642
E1-102	25	449	Childcare Center # 2	16,560
E1-103	25	451	Earl P Mills Comm. Center	27,275
E1-104	25	453	Shorey Childrens Center	4,026
E1-105	25	459	Hunters Pt Comm Youth Fnd	8,832
E1-106	87	894	N of Market Senior Service Ctr	9,949
E1-108	38	347	Police Pistol Range	8,836
E1-120	91	439	Warehouse-Purchaser of Supply	28,574
E1-121	91	441	Purchasers Office and Sub-Shops	49,450
E1-126	71	305	Golden Gate Garage	13,159
E1-127	71	307	Vallejo Street Garage	6,580
E1-128	71	309	Produce Market	37,346
E1-130	71	318	Mission Barlett Parking Garage	58,260
E1-132	28	334	Art Commision Building	9,741
E1-134	92	338	Brooks Hall	25,587
E1-139	6	1037	Work Furlough Building	2,208



MINOR EARTHQUAKE REPAIRS  
FOR PROJECTS WITH FEMA DSRs <\$37,500  
SUPPLEMENTAL REQUEST: \$922,000

<u>LOC #</u>	<u>DEPT #</u>	<u>FAC #</u>	<u>FACILITY</u>	<u>TOTAL PROJ. COST</u>
E1-140	6	1038	Men's Jail #3	2,798
E1-142	6	1040	Dormitory	19,482
E1-144	45	932	DSS Office 170 Otis St.	47,150
E1-167	90	1048	DPW Army Street Yard	15,910
E1-172	87	878	Redwood Center	3,247
E1-177	71	1082	Performing Arts Garage	26,304
E1-178	71	1083	Moscone Center Garage	32,441
E1-179	71	1084	Lombard Street Garage	6,488
E1-181	71	291	Japanese Cultural Ctr. Garage	8,768
E1-187	28	502	Turk Sub Station & Garage	46,000
G1-002	42	16	Harding Golfcourse Clubhouse	33,119
G1-003	42	772	Sharp Park	4,967
G1-004	42	1	Golden Gate Pk Tunnels	1,656
G1-008	42	983	Helen C. Russell Hort. Library	1,104
G1-011	42	990	Corp. Yard Bldgs	5,409
G1-014	42	1059	Kezar Pavilion, Toolhouse	773
G1-015	42	161	Nursery	387
G1-016	42	162	S.F. County Fair Bldg	1,315
G1-020	42	175	Mc Laren Lodge	2,208
G1-022	42	177	Sharon Bldg (Arts & Crafts)	3,864
G1-023	42	178	Childrens Playgd/Carousel	1,877
G1-024	42	179	Conservatory	8,832
G1-028	42	944	Buena Vista Park & Restrooms	1,434
G1-031	71	1087	Harbormaster's Office	2,063
G1-032	42	165	Japenese Tea Garden Gift Shop	3,312
G1-033	42	256	Justin Herman/Embarcadero Plaza	46,575
G1-036	42	1	Golden Gate Pk Main Drive	2,208
G2-002	42	242	Boeddeker Park/Clubhouse	552
G2-003	42	253	Portsmouth Sq. Restrooms	4,415
G2-004	42	343	Sunset Rec. Center	6,626
G2-008	42	76	Bayview Playground	883



**MINOR EARTHQUAKE REPAIRS  
FOR PROJECTS WITH FEMA DSRs <\$37,500  
SUPPLEMENTAL REQUEST: \$922,000**

<u>LOC #</u>	<u>DEPT #</u>	<u>FAC #</u>	<u>FACILITY</u>	<u>TOTAL PROJ. COST</u>
G2-009	42	950	Laurel Hill Playgnd Clubhouse	553
G2-010	42	957	Cayuga Clubhouse	1,657
G2-011	42	959	Mission Center Rec Center	1,104
G2-012	42	960	Ocean View Rec Center	11,040
G2-013	42	963	Pine Lake Pk: Day Camp/Club	883
G2-014	42	964	W Sunset Pg: Clubhse/Bleachers	829
G2-020	42	1034	Lake Merced Boathouse	1,544
G2-021	42	1060	North Beach Pool/Clubhouse	5,520
G2-023	42	49	Garfield Sq Pool Bldg	1,325
G2-024	42	54	Herz Playground	1,104
G2-026	42	61	Excelsior Playgnd & Clubhouse	1,657
G2-027	42	63	Portola Rec Center	442
G2-029	42	79	Joseph Lee Rec	1,658
G2-031	42	97	Potrero Hill Gym & Rec	3,312
G2-032	42	109	Mission Pool & Rec	1,325
G2-033	42	118	Balboa Pk Rec Bldg	1,104
G2-034	42	129	Eureka Valley Playgrnd	3,863
G2-035	42	139	Wawona Bowling Grn & Clubhouse	5,520
G2-036	42	141	Stern Grove Clubhouse	4,415
G2-037	42	143	Sava Pool Bldg & Rec	3,864
G2-038	42	170	Beach Chalet	884
G2-040	42	183	Cabriilo Playgnd/Clubhouse	5,520
G2-044	42	221	Civic Center Plaza Garage	21,102
G2-046	42	235	Helen Wills Playgnd/Clubhouse	883
G2-047	42	238	Moscone Clubhouse	2,760
G2-048	42	240	Rowing Club	2,208
TOTAL (Rounded to nearest thousand)				\$922,000

NO. OF JOBS:

87

**EARTHQUAKE SAFETY PROGRAM  
PHASE 2 (\$332.4 MILLION)  
FIRST BOND SALE \$23,000,000**

**PROJECT CONTROL/MANAGEMENT  
DETAILED BUDGET INFORMATION**

**PROJECT CONTROL/MANAGEMENT**

<u>QTY</u>	<u>POSITION</u>	<u>CLASS</u>	<u>MONTHLY RATE</u>		<u>DURATION</u>	<u>CAPACITY</u>	<u>SUBTOTAL</u>
(1)	ASST. CITY ARCHITECT	5122	\$15,208.00	X	26 MONTHS	50%	\$ 197,704
(1)	PROJECT MANAGER III	5506	\$14,161.80	X	26 MONTHS	75%	\$ 276,151
(2)	PROJECT MANAGER II	5504	\$11,937.80	X	26 MONTHS	100%	\$ 620,755
(1)	PROJECT MANAGER I	5502	\$10,316.80	X	26 MONTHS	75%	\$ 201,177
(2)	ARCHITECT	5268	\$10,852.80	X	26 MONTHS	25%	\$ 141,086
(3)	ARCH. ASSOCIATE II	5266	\$ 9,561.80	X	26 MONTHS	25%	\$ 186,451
(2)	ARCH. ASSISTANT I	5260	\$ 6,809.80	X	26 MONTHS	25%	\$ 88,524
(1)	EXEC. SECRETARY I	1450	\$ 6,188.80	X	26 MONTHS	25%	\$ 40,227
							<u>\$1,752,075</u>

**RELOCATION COSTS  
FOR THE  
DPW BUREAU OF ARCHITECTURE  
PUBLIC SAFETY FACILITIES DIVISION**

Cost estimate of items required for moving DPW Bureau of Architecture  
Public Safety Facilities Division to 1717 Mission Street.

**SUMMARY COSTS**

Freight - Moving Expenses	\$ 10,000
Equipment - ATT Spirit System	41,500
Kodak Copier #90-E	
FAX Machines (2)	
Furnishings/Furniture	109,325
Rent/Tenant Improvements	342,000
Services by Others - Real Estate	<u>7,500</u>
TOTAL	\$510,325

**DETAIL COSTS**

**1. Freight - Moving                      \$10,000**

Cost of moving 13 technical staff from 45 Hyde Street and 8 administrative staff from City Hall to 1717 Mission Street. This includes disassembly of existing furniture partitions at 45 Hyde Street and reassembly of same at 1717 Mission Street by manufacturer.

A verbal estimate for the general move was furnished by the purchaser's contract vendor (Lynch and Sons). The estimate for the furniture partitions was from prior costs incurred by the BOA for same.

## RELOCATION COSTS

## Page 2

2. Equipment \$41,500

A. ATT Spirit System \$30,500

Includes PBX with tie line to 45 Hyde Street/City Hall which is compatible with the City's new telephone system. Some new telephone instruments will be required, (15 multi-line sets), but BOA has all the single line sets it needs for the relocation. The monthly usage fee would be approximately \$400.

This estimate was provided verbally by a representative of Telecommunications.

B. Kodak Copier #90-E \$4,000/yr

The amount listed is for \$334/month for 1 year for one new machine, similar to the existing copier at 45 Hyde Street.

C. FAX Machines \$7,000

This is an estimate for 2 high speed, multi-copy Toshiba-TF 451 fax machines, one to be located at 45 Hyde Street and shared by 2 divisions and one at 1717 Mission Street in the Administrative office area, for use by all staff. These machines are similar to that of the BOA team at the Hall of Justice.

3. Furniture/Furnishings \$109,325

The personnel moving to 1717 Mission Street is composed of 4 architectural/management sections and DPW Administrative staff. The total number of staff is 36. Furniture for the Administrative staff (6) is not required. The Architectural/

RELOCATION COSTS  
Page 3

Management sections (4) will require all new furniture and furnishings. Included in this request is the pricing for typical stations (\$3,320/station x 30 stations = \$99,600) plus common area furniture (\$9,725) for a total of \$109,325.

The cost estimate was provided by "The Office Pavilion", a contract furniture company.

4. Rent/Tenant Improvements      \$342,000

The lease terms and tenant improvement costs were negotiated by the Department of Real Estate. The lease is for the relocation of 4 sections of the BOA Earthquake Safety Program, plus DPW administrative staff which require 11,894 square feet of the third floor of 1717 Mission Street for a period of 23 months. The tenant improvements are built-in to the rent price. See Attachment A.

5. Services of Others -  
Dept. of Real Estate      \$ 7,500

Service of the Real Estate Department for preparation of the lease agreement at 1717 Mission Street.





Items 10 and 11 - Files 101-89-149 and 101-89-149.1

**Note:** File 101-89-149 was continued at the August 15, 1990, Finance Committee meeting at which time the original Supplemental Appropriation request for \$680,000 was divided into a \$75,000 Supplemental Appropriation (File 101-89-149.2) that was approved at that time and a \$605,000 Supplemental Appropriation which was continued and is now the subject of this request.

**Department:** Fire Department

**Items:** Supplemental Appropriation Ordinance (File 101-89-149) to fund the capital improvement project/project construction for a temporary Emergency Operations Center.

Resolution (File 101-89-149.1) to adopt the Final Negative Declaration, finding and determining that construction of new facilities adjacent to the existing Central Fire Alarm Station in Jefferson Square to serve as an emergency coordination center on the south side of Turk Street between Gough and Laguna Streets in Assessor's Block 759, will have no significant impact on the environment, and adopting and incorporating findings of the Final Negative Declaration.

**Amount:** \$605,000

**Source of Funds:** Interest earned on 1986 Fire Protection Bond (Proposition A) funds

**Description:** In November, 1986, City voters approved the issuance of Fire Protection System Improvement Bonds (Proposition A). Funds from the bond sale in the amount of \$46,200,000 are to be used for the improvement of the City's fire protection system including the construction of a high pressure water system and a new Emergency Operation Center. The new Emergency Operation Center, to be located at the Central Fire Alarm Station, was to be funded from the second issuance (sale) of the Proposition A bonds in November, 1990.

According to the original plan for construction of the new Emergency Operation Center (EOC), the new facility would be completed by the year 2000. However, the October 17, 1989, earthquake demonstrated that the existing EOC is inadequate and that a larger, better equipped Emergency Command Center (ECC) is needed immediately for temporary use until construction of the new Center is completed. Therefore, the Fire Department proposes purchasing and installing three modular buildings (prefabricated buildings that are tailored to the desired site

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and permanently mounted on concrete foundations) at a total cost of \$680,000. The proposed location of the ECC is on Fire Department property at 1003 Turk Street adjacent to Department of Recreation and Park property. The Bureau of Architecture has provided the attached site floor plan for the proposed ECC.

The proposed resolution (File 101-89-149.1) would adopt the Final Negative Declaration regarding locating the proposed ECC at the 1003 Turk Street site.

The proposed modular Emergency Command Center's purchase and installation costs would be funded from interest earned on the proceeds of the first Proposition A bond issuance that the City Treasurer invested until actually needed for high pressure water system costs.

The original supplemental appropriation request, File 101-89-149, was for \$680,000 for both design work and construction. At the request of the Mayor's Office, the Board of Supervisors divided the \$680,000 supplemental appropriation request into a supplemental for \$605,000 for construction (File 101-89-149) and a second supplemental appropriation request for \$75,000 for design work (File 101-89-149.2). The Board of Supervisors previously approved the \$75,000 Supplemental Appropriation Ordinance (File 101-89-149.2) for the design work and continued the \$605,000 Supplemental Appropriation Ordinance (File 101-89-149) in order to allow the design work phase to determine a more precise estimated total construction cost for the proposed ECC.

According to Mr. Mark Dorian of the DPW's Bureau of Architecture, an Amendment of the Whole will be introduced at the Finance Committee meeting on March 27, 1991 to increase the proposed supplemental appropriation by \$232,500 from \$605,000 to \$837,500 in accordance with the construction cost estimate prepared by the Bureau of Architecture. Mr. John Madden of the Controller's Office reports that funding availability has been certified in the amount of \$837,500. The Bureau of Architecture's budget for the proposed \$837,500 supplemental appropriation for construction is as follows:

Construction	\$715,000
Contingency	70,500

Construction Management - Department of  
Public Works:

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	Hourly Rate	Professional Hours	
<u>Administration</u>			
Project Manager	\$75	48	\$3,600
Architect	68	72	4,900
Assistant Architect	32	172	5,500
Electrical Engineer	58	42	2,500
Mechanical Engineer	58	34	2,000
Structural Engineer	58	60	3,500
Landscape Architect	58	34	<u>2,000</u>
Subtotal - Administration			\$24,000
<u>Inspection</u>			
Inspector	56	500	<u>\$28,000</u>
Total - Construction Management			<u>52,000</u>
Proposed Supplemental Appropriation			\$837,500

**Comments:**

1. Mr. Calvin Malone advises that the Capital Improvement Advisory Committee (CIAC) has approved the purchase and installation of a modular Emergency Command Center using Proposition A bond interest funds.
2. Mr. Dorian reports that competitive bidding for the proposed ECC construction project was advertised on March 16, 1991, and bids are due by April 10, 1991. As a result, DPW cannot report on the amount of the contract or the MBE/WBE status of the contractors. The Budget Analyst therefore recommends that \$785,500 (\$715,000 for construction and \$70,500 for contingencies) be reserved pending the availability of the contract amount and MBE/WBE status.
3. The proposed Resolution (File 101-89-149.1) should be amended to insert the date in the second "Whereas" clause that the Final Negative Declaration was received by the Board of Supervisors.

**Recommendations:**

1. Amend the proposed Supplemental Appropriation Ordinance (File 101-89-149) to reserve the proposed construction (\$715,000) and contingency (\$70,500) funding totalling \$785,500 pending determination of the amount of the contracts and the MBE/WBE status of the selected contractors. Approve the proposed Supplemental Appropriation Ordinance as amended.

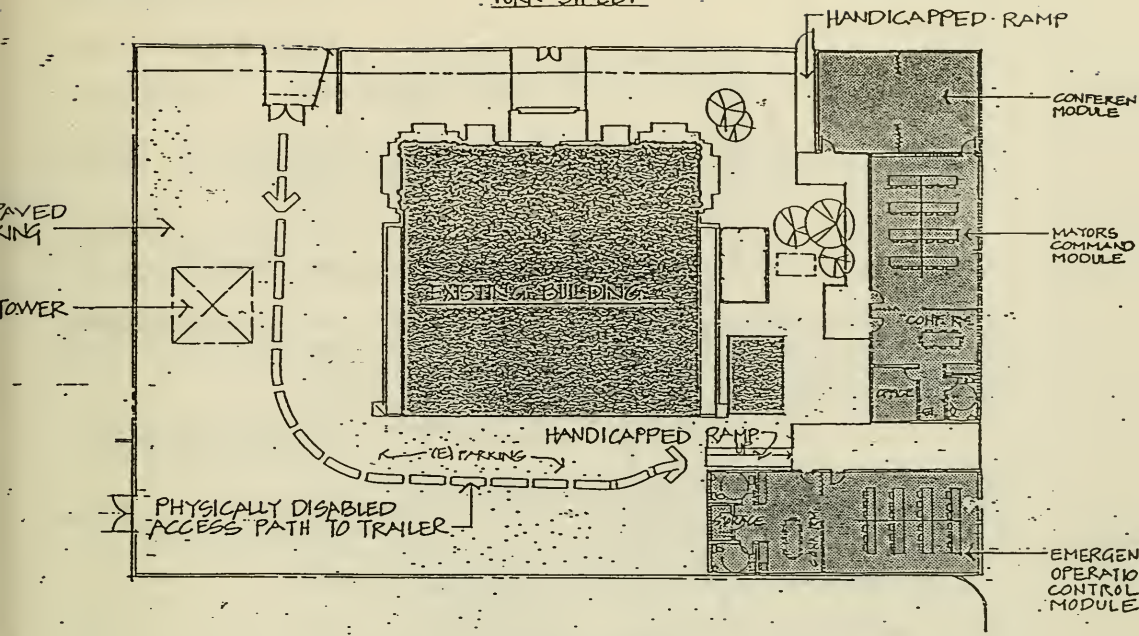
**BOARD OF SUPERVISORS**  
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Memo to Finance Committee  
March 27, 1991

2. Amend the proposed resolution (File 101-89-149.1) to insert the date the Final Negative Declaration was received by the Board of Supervisors in the second "Whereas" clause. Approve the proposed Resolution adopting the Final Negative Declaration as amended.

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TURK STREET

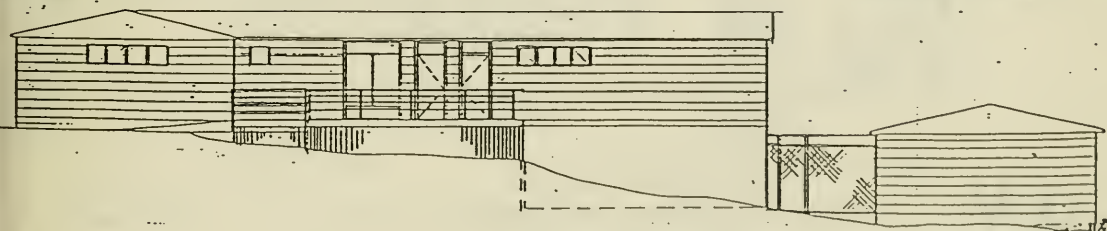


SITE PLAN

CONFERENCE MODULE

MAYORS COMMAND MODULE

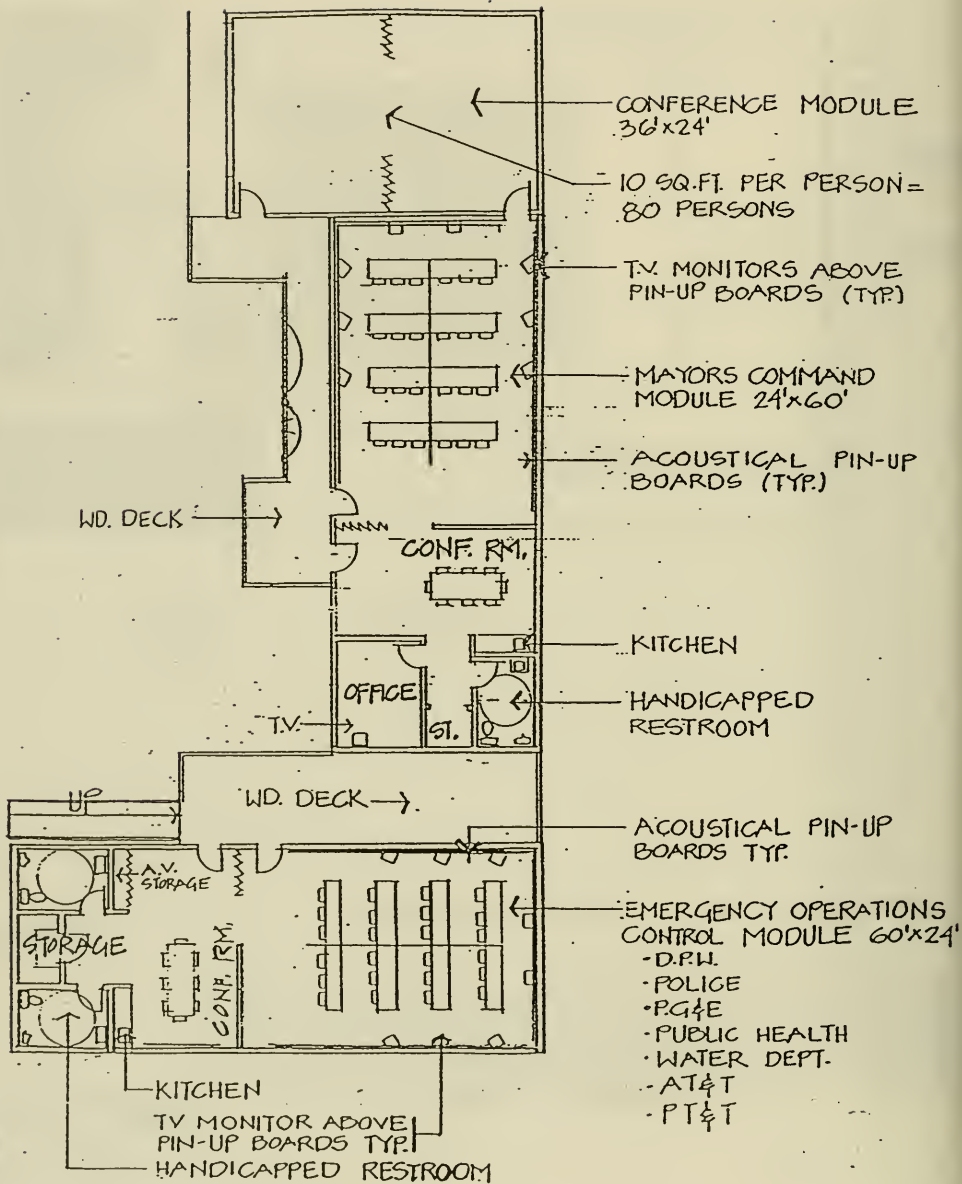
EMERGENCY OPERATIONS CONTROL MODULE



WEST ELEVATION

**PRELIMINARY**  
5/31/90





### FLOOR PLANS

SCALE: 1/16" = 1'-0"

1003 TURK STREET S.F. 94102

BUREAU OF ARCHITECTURE DEPARTMENT OF PUBLIC WORKS CITY & COUNTY OF SAN FRANCISCO	EMERGENCY OPERATIONS CENTER - MODULE STUDY		CITY ARCHITECT	DATE	SHEET
	SCHEME # 6		ARCHITECT B.F.	DRAWN J.C.	JOB NO. 6333E

A5



Item 12 - File 101-90-79

**Department:** Registrar of Voters

**Item:** Supplemental Appropriation Ordinance for data/word processing services and data/word processing equipment.

**Amount:** \$38,500

**Source of Funds:** General Fund - General Reserve

**Description:** The proposed supplemental appropriation would fund the purchase of computer equipment, computer software, and computer programming services that would enable the Registrar of Voters to reapportion San Francisco's precincts for the November, 1991 general election.

The State is currently reapportioning California's political districts based on the 1990 census data. The State is expected to finish the reapportionment by June, 1991. The Registrar of Voters must redraw San Francisco's precinct boundaries based on the State's reapportionment by November, 1991.

The proposed computer equipment and software would reduce the time it takes to redraw the precinct boundaries. In addition, the proposed computer system and software would eliminate the need to hire cartographers to draw new maps. The proposed computer programming services are required to allow the exchange of data between the proposed reapportionment computer and the Department's existing voter registration computer, that would otherwise need to be conducted manually.

<b>Budget:</b>	<u>Software</u>	
	MapInfo	\$1,500
	MapInfo Support Services	5,000
	<u>Hardware</u>	
	Dell 33MH2 386 computer, 8Mb	7,000
	RAM, 100 Mb disk drive	5,000
	<u>Programming</u>	
	400 hours @ \$50 per hour	<u>20,000</u>

Total	\$38,500
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**Comments:** 1. The proposed computer equipment, computer software and computer programming services have received Electronic Information Processing Steering Committee (EIPSC) approval.

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2. The Registrar of Voters anticipates generating additional revenue of between \$2,000 to \$5,000 per year by producing a variety of maps from the computer equipment to sell to campaigns and political parties. These maps would include detailed maps of precincts and maps indicating party affiliation, gender, census tract data on ethnicity, etc.

3. The Registrar of Voters intends to sole source the contractual programming service to MapInfo, the software company, due to the uniqueness of the service. The Human Rights Commission (HRC) reports that MapInfo is neither a MBE, WBE nor LBE firm. The Registrar of Voters has not yet sought HRC approval to sole source the proposed computer programming services. According to Mr. Greg Ridenour of the Registrar of Voters, the Registrar of Voters will seek HRC approval to sole source the programming service as part of the purchasing process. The Budget Analyst therefore recommends that the proposed \$20,000 for contractual computer programming services be placed on reserve pending HRC's approval of this contract.

4. EISPC estimates the recurring costs, such as computer maintenance and software upgrades, for the computer equipment and software at \$1,650 for FY 1991-92. Mr. Ridenour reports that the Registrar of Voters will absorb these costs within its existing budget.

5. Mr. Ridenour estimates that the Registrar of Voters would have to hire the equivalent of 2.0 FTE cartographers at an average of \$40,000 per cartographer to accomplish the same task as the proposed computer equipment and software. Therefore, the Registrar of Voters estimates the cost savings from purchasing and using the proposed computer equipment and software at approximately \$41,500 (\$80,000 - \$38,500). Mr. Ridenour reports that the Registrar of Voters hired cartographers on a contractual basis to redraw San Francisco's precincts manually ten years ago.

6. The proposed Dell personal computer would also be used as a backup computer for vote counting during the elections. Mr. Ralph Jacobson of EIPSC advises that the Registrar of Voters needs a backup computer for vote counting during the elections. Mr. Jacobson further advises that the Registrar of Voters would have had to purchase a Dell computer prior to the next election. The Dell personal computer is the only personal computer certified by the Secretary of State for use in elections.

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Memo to Finance Committee  
March 27, 1991

**Recommendation:** Reserve the \$20,000 for contractual computer programming services pending HRC's approval of the contract. Approve the proposed ordinance as amended.

**BOARD OF SUPERVISORS**  
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Item 13 - File 101-90-80

**Department:** Sheriff's Department

**Item:** Ordinance appropriating funds for permanent salaries, temporary salaries, overtime, and State Public Employees Retirement System (PERS) costs, for the Sheriff's Department for Fiscal Year 1990-91.

**Amount:** \$925,467

**Source of Funds:** General Fund - General Reserve

**Description:** The Sheriff's Department requests appropriation of funds for Permanent Salaries, Retirement, Temporary Salaries and Overtime to cover expected shortfalls in these accounts for 1990-91.

According to the Sheriff's Department, the Memorandum of Understanding (MOU) approved in August of 1990 provides that jail premium and Peace Officer Standards and Training (POST) incentive pay be paid to eligible employees. The Department did not include the cost of this MOU provision in the Department's budgeted 1990-91 amount for Permanent Salaries, and as a result, the Sheriff's Department expects a shortfall to occur in the Permanent Salary account.

With respect to temporary salaries, the Department reports that it generally uses the Temporary Salaries account to replace existing staff absent due to vacation, sick leave, or other leaves of absence. Additionally, for 1990-91, the Department reports that health and safety emergencies at the San Bruno Jail facility required the unusual hiring of engineers on temporary salaries.

The Sheriff's Department has projected a shortfall of budgeted funds for Overtime expenditures, which has occurred because of unusual overtime expenditures related to the anti-war demonstrations, a high security trial staffed by Deputies, and a reported shortage of Deputies at the County Jail #1.

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The Sheriff's Department has provided the following budget for its supplemental appropriation request:

Permanent Salaries	
Jail premium pay	\$164,388
POST incentive pay already paid through January 18, 1991	120,617
Projected Cost through June 30, 1991	<u>132,020</u>
Subtotal permanent salaries	\$417,025
Temporary Salaries	56,721
Overtime	
General overtime	\$392,582
High Security Trial	9,360
Consent Decree mandated staffing at Jail #1	<u>43,524</u>
Subtotal	445,466
Retirement - PERS (associated with premium pay)	<u>6,255</u>
Total	\$925,467

**Comments:**

1. According to Lieutenant Jan Dempsey of the Sheriff's Department, Permanent-Miscellaneous and Craft Salaries are paid out of one account. Based on combined budgeted amounts for miscellaneous and craft salaries and expenditure information provided by the Sheriff's Department, the Budget Analyst has made the following analysis of the Sheriff's Department request for Permanent Salaries funding:

1990-91 revised budget for permanent salaries - miscellaneous and craft	\$21,767,360
Actual expenditures through 3/1/91	<u>14,845,945</u>
Budgeted amount remaining	6,921,415
Projected expenditures from 3/1/91 through 6/30/91 including projected expenditures for premium pay and POST incentive pay (8.58 pay-periods at \$829,608 per pay-period)	<u>7,118,036</u>

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Projected shortfall	\$(196,621)
Amount of Supplemental Appropriation Request	<u>\$417,025</u>
Amount of Permanent Salaries Monies Not Needed	\$220,404

Therefore, the Budget Analyst recommends that the amount of \$417,025 be reduced by \$220,404 to \$196,621 to reflect a lower projected shortfall in the Permanent Salaries accounts.

2. Corresponding PERS retirement contributions are calculated at 1.5 percent of the amount budgeted for permanent salaries. Assuming a new recommended allocation of \$196,621 for permanent salaries as noted above, the amount of \$6,255 budgeted for PERS retirement should be reduced by \$3,306 to \$2,949.

3. Based on the budgeted amount for Temporary Salaries and expenditure information provided by the Sheriff's Department, the Budget Analyst has made the following analysis of the Sheriff's Department request for Temporary Salaries funding:

Revised budget - Temporary Salaries	\$428,762
Actual expenditures through 3/1/91	<u>228,079</u>
Budgeted amount remaining	200,683
Projected Temporary Salaries expenditures from 3/1/91 through 6/30/91 (8.58 pay-periods at \$30,028 per pay-period)	<u>257,640</u>
Projected shortfall	\$(56,957)
Amount of Supplemental Appropria- tion Request	<u>56,721</u>
Projected shortfall in addition to this Supplemental Appropriation Request	\$236

Based on projected expenditures for the remaining 8.58 pay-periods, as provided by the Department, the estimated shortfall for Temporary Salaries is \$56,957, which is \$236 more than the Department's request of \$56,721. However, Lieutenant Dempsey believes that the amount requested for

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Temporary Salaries should be sufficient to cover the projected shortfall in the Sheriff's Department Temporary Salaries account.

4. Lieutenant Dempsey reports that Overtime and Holiday Pay is paid out of one account. Based on combined budgeted amounts for Overtime and Holiday Pay and expenditure information provided by the Sheriff's Department, the Budget Analyst has made the following analysis of the Sheriff's Department request for Overtime funding:

Revised budget - Overtime and Holiday	\$840,771
Actual expenditures through 3/1/91	<u>832,409</u>
Budgeted amount remaining	8,362
Projected expenditures from 3/1/91 through 6/30/91 for Overtime pay (8.58 pay-periods at \$38,400 per pay- period) and one Holiday (\$34,955 per holiday)	<u>364,427</u>
Projected shortfall	\$(356,065)
Amount of Supplemental Appropriation Request	<u>445,466</u>
Amount of Overtime Monies Not Needed	\$89,401

Based on projected expenditures for the remaining 8.58 pay-periods, as provided by the Department, the estimated shortfall for Overtime and Holiday Pay is \$356,065, instead of the estimate of \$445,466 requested by the Sheriff's Department. Therefore the amount allocated for overtime pay should be reduced by \$89,401 from \$445,466 to \$356,065.

**Recommendation:** Amend the proposed supplemental appropriation ordinance to reduce the total amount of \$925,467 by \$313,111 (\$220,404 for Permanent Salaries, \$3,306 for PERS retirement, and \$89,401 for Overtime) to \$612,356 to reflect actual projected expenditures in Permanent Salaries, PERS retirement contributions, and Overtime pay, as noted in Comment Nos. 1, 2 and 4, above. Approve the proposed supplemental appropriation ordinance as amended.

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Item 14 - Files 101-90-81

**Department:** Department of City Planning (DCP)  
City Attorney  
Real Estate Department  
Port Commission

**Items:** Supplemental Appropriation Ordinance for the Capital Improvement Project entitled Mission Bay Project.

**Amount:** \$271,360

**Source of Funds:** Special Revenue Development Agreement Fund  
Catellus Development Corporation (Previously known as the Santa Fe Pacific Realty Corporation)

**Description:** On May 1, 1989, Santa Fe Pacific Realty Corporation (SFP) filed a Development Agreement Application for the Mission Bay Project with the Department of City Planning (DCP) in accordance with State law and the San Francisco Administrative Code, Chapter 56. This Chapter permits execution of development agreements between the City and developers for large multi-phase projects, such as the Mission Bay Project. Section 56.20 of the Administrative Code also authorizes the City to collect fees from the developer to defray the costs incurred for City staff, consultants, materials and administration to prepare the development agreement and related documents.

The proposed legislation would provide the second installment of funding for City departments to continue work on the Mission Bay Development Agreement and other related documents. The Mission Bay Budget for the period May 1, 1990 through April 30, 1991, is shown on the following page.

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	First Installment	Second Installment (this request)	Total
City Attorney and consultant assistance - Development Agreement Legal Drafting	\$175,186	\$205,187	\$380,373
Port of San Francisco staff - Land Valuation, Exchanges and Negotiation	32,840	32,840	65,680
Real Estate Department staff and consulting assistance - Land Valuation and Exchanges	33,334	33,333	66,667
Department of Public Works - Infrastructure Advice and Consultation	<u>40,000</u>	<u>-</u>	<u>40,000</u>
Total	\$281,360	\$271,360	\$552,720

**City Attorney (\$205,187); Development Agreement Legal Drafting** - A total of six attorneys from the City Attorney's office have negotiated, drafted and presented at Planning Commission meetings and Board of Supervisor hearings the Development Agreement recently approved by the Board of Supervisors. The City Attorney's Office also assisted in the related Master Plan and City Planning Code amendments necessary to accommodate the Mission Bay proposal. Consultant assistance was provided by the firm of Shute, Mihaly & Weinberger on general development agreement issues, hazardous materials and public trust issues. Shute, Mihaly and Weinberger is not a minority- or women-owned enterprise but is a local business enterprise.

**Port (\$32,840): Land Valuation, Exchanges and Negotiation**- Port staff and the Port's assigned Deputy City Attorney, negotiated, drafted and presented, at Planning Commission, Port Commission and Board of Supervisors hearings the land transfer and license/option principles included within the Development Agreement. They also worked with Department of City Planning staff to ensure compatibility with Master Plan and City Planning Code amendments. The Port is providing approximately 15 acres of land to Catellus to obtain approximately 35 acres adjacent

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to its Pier 80 facilities, and is leasing another approximately 20 acres to Catellus for Mission Bay open space.

**Real Estate Department (\$33.333): Land Valuation and Exchanges** - Real Estate Department staff negotiated and presented, at Planning Commission and Board of Supervisors hearings, the land transfer principles included within the Development Agreement. Real Estate Department staff were also involved in the Port's land valuation activities. The Real Estate Department has responsibility for the large amounts of City land involved in the Mission Bay Project. (The City presently has approximately 145 acres of land within Mission Bay, and will eventually have approximately 190 acres).

**Comments:**

1. In addition to the two installments totalling \$552,720 cited in this report, the Board of Supervisors approved legislation (Files 101-89-115 and 102-89-43) in April of 1990 providing \$325,000 in funding to various City departments for permanent salaries, fringe benefits, materials and supplies and services of other departments for the Mission Bay Project. Included in that legislation were two positions for the Department of City Planning.

2. According to Ms. Daj Oberg of the Department of City Planning, the Department intends to request another supplemental appropriation to be funded by Catellus in the near future to cover the Department's costs to be incurred for the Mission Bay Development Agreement during the eight-month period from May 1 through December 31, 1991.

3. Ms. Oberg reports that most of the work that would be covered by the \$271,360 requested in this supplemental appropriation request has already been performed. Therefore, the proposed legislation, if approved, should be amended to provide for retroactive payment of expenditures.

**Recommendations:** 1. Amend the proposed supplemental appropriation ordinance to retroactively approve appropriation of the requested funds.

2. Approve the amended Supplemental Appropriation Ordinance.

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Item 15 - File 101-90-82

**Department:** Fire Department

**Item:** Supplemental Appropriation Ordinance for facilities maintenance (installation of various facilities for use by female Firefighters at various Fire Stations) and rescinding \$291,040 from Other Contractual Services.

**Amount:** \$291,040

**Source of Funds:** Reappropriation of Fire Department previously budgeted funds for Other Contractual Services

**Description:** The Fire Department is proposing to reappropriate \$291,040 in FY 1990-91 Fire Department funds budgeted from Other Contractual Services to a facilities maintenance project for female Firefighter restroom and locker room facilities.

Pursuant to the signing of the Consent Decree on Firefighters, a goal of 10 percent women staffing for the rank of Firefighter was established. Execution of the Consent Decree requires that the Fire Department install separate restrooms and locker room facilities for its female members at its 41 Firestations. Fifteen of these stations will be funded with bond fund monies as part of the seismic strengthening program approved by the voters under Proposition A in November of 1989. This appropriation would complete the necessary funding to modify four stations, to complete drawings for six stations, and to provide for project administration and management.

If approved, this supplemental will utilize unspent but previously appropriated General Fund monies within the Department's Other Contractual Services account, specifically for the lease/purchase of fire equipment. \$208,284 in FY 1989-90 appropriated funds were carried forward to the present year because of delayed acceptance of fire equipment, and \$82,756 appropriated in FY 1990-91, for a total of \$291,040, remains unspent, because of delayed fire equipment deliveries. The Fire Department's FY 1991-92 budget is not affected by this supplemental appropriation request because the Department's budget request already included funding to cover the lease purchase/purchase payments for the now-delayed equipment deliveries. The net effect of the requested supplemental appropriation request would be to add the need for an additional \$291,040 in lease/purchase payments to the FY 1998-99 budget, because of the equipment delivery delay.

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Funds for the modification of the Firestations to accommodate female Firefighters were requested by the Fire Department in the 1990-91 Capital Improvement Budget in the amount of \$795,900. Because of funding limitations in FY 1990-91, this General Fund capital improvement project was not approved by the Mayor's Office.

The Capital Improvements Advisory Committee (CIAC) reports that the reappropriation of funds proposed by the Fire Department for this priority project is in conformity with the Six-Year Capital Expenditure Plan. The CIAC recommends approval of the request.

<b>Project Budget:</b>	Construction for Stations 3, 5, 6, 12	\$320,000
	10% Contingency	32,000
	12% Construction Management & Administration	38,400
	Final Architectural & Engineering Drawings	
	of Stations 10, 13, 14, 16, 18, 19	<u>44,000</u>
		\$434,400
	FY 89-90 carryforward funds <sup>1</sup>	<u>143,360</u>
	Funds needed	\$291,040

**Comments:**

1. According to Assistant Chief James Lynch, no more than 15 of the Firestations can be retrofitted for the needed facilities as part of the seismic strengthening program using bond fund monies because no additional bond fund monies are available for other than the seismic strengthening program. The 1989 Proposition A Seismic Bond issue does not specifically allocate funds for female bathrooms in Firestations. However, Assistant Chief Lynch reports that the budget for the affected facilities, together with the accrued interest will probably suffice for the necessary work.

2. Attached is a draft schedule for station modification to accommodate female Firefighters. Assistant Chief Lynch reports that the schedule represents the commitment made to the Consent Decree Monitor by the City to accomplish the required modifications.

3. As previously stated, the proposed facilities management project was the subject of previous budgetary denial by the Mayor. According to Section 3.15 of the Administrative Code, any supplemental appropriation ordinance that contains any item that has been previously rejected by the Mayor or by the Board of Supervisors shall so indicate in the supplemental

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<sup>1</sup>\$257,400 were appropriated in FY 1989-90 for the Firestation project to accommodate female physical space requirements. \$114,040 were expended and \$143,360 carried forward to the current fiscal year.

appropriation ordinance. The subject proposed legislation is not so indicated.

4. The Budget Analyst, the Controller and the Mayor's Office recently projected a shortfall of up to \$158.3 million for the FY 1991-92 budget. Because of the projected shortfall and the prior budgetary denial of this request, the Budget Analyst believes that the proposed ordinance, which would transfer \$291,040 in General Fund monies from Other Contractual Services to Facilities Maintenance and eventually cost the City an additional \$291,040 in General Fund monies, is a policy matter for the Board of Supervisors.

5. Due to the previous budgetary denial of the proposed retrofit project, passage of this supplemental appropriation request would require a two-thirds vote of the Board of Supervisors.

**Recommendations:** 1. Amend the proposed supplemental appropriation to indicate that the requested funds were the subject of a previous budgetary denial, and therefore approval requires a two-thirds vote of the Board of Supervisors.

2. Approval of this proposed legislation is a policy matter for the Board of Supervisors.

## STATION MODIFICATIONS TO ACCOMMODATE MALE &amp; FEMALE FIREFIGHTERS

DRAFT

STATION	NUMBER & TYPE OF EQUIP....	NUMBER OF EMPLOYEES	PRELIM. DESIGN EST. COMPL. DATE	FINAL SPECS.... EST. COMPL. DATE	BLDG. PERMIT PROCESS	EST. BID DATE (FUNDS NEED TO BE IN PLACE)
#3	1 ENGINE 1 AERIAL	9	COMPLETE	11/1/90	6 WEEKS	1/15/91
#5	1 ENGINE 1 AERIAL	11	COMPLETE	11/1/90	"	1/15/91
#6	1 CHIEF 1 ENGINE 1 AERIAL	9	COMPLETE	11/1/90	"	1/15/91
#12	1 ENGINE 1 AERIAL	9	COMPLETE	11/1/90	"	1/15/91
#10	1 ENGINE 1 AERIAL	9	90% COMPLETE	6/30/91	"	8/15/91
#13	1 ENGINE 1 AERIAL	11	90% COMPLETE	6/30/91	"	8/15/91
#14	1 CHIEF 1 ENGINE 1 AERIAL	9	90% COMPLETE	6/30/91	"	8/15/91
#16	1 ENGINE 1 AERIAL	9	90% COMPLETE	6/30/91	"	8/15/91
#18	1 ENGINE 1 AERIAL	9	90% COMPLETE	6/30/91	"	8/15/91
#19	1 ENGINE 1 AERIAL	9	90% COMPLETE	6/30/91	"	8/15/91
#9	1 ENGINE 1 AERIAL 1 CHIEF	11	<del>NOT</del> COMPLETE	9/1/91	"	10/15/91
#17	1 ENGINE	9	<del>NOT</del> COMPLETE	9/1/91	"	10/15/91

- Item 16 - File 47-91-3

1. The proposed ordinance would authorize the Director of Property on behalf of the Parking Authority to call for bids for a five-year lease of the Union Square Parking Garage by approving the required lease documents. Administrative Code Section 17.14 requires approval of the Board of Supervisors by ordinance as to the form of the lease documents and of the invitation for bids.

2. The Union Square Parking Garage, is located at 333 Post Street, between Geary and Post Streets and Powell and Stockton Streets. The garage has 1,003 parking spaces and serves approximately 69,771 vehicles per month. The five-year lease with System Parking, Inc. expired February 28, 1991. System Parking Inc. is currently operating the garage on a month-to-month lease basis, which extends the provisions of the prior five-year lease. The current monthly rental rate payable to the City is 74.05 percent of gross revenue (after deduction of parking tax) with a minimum required monthly rental payment of \$200,000. Average monthly rent currently paid to the City is approximately \$209,430. The proposed lease documents call for a minimum monthly rent of \$175,000, or \$25,000 less per month than the \$200,000 minimum monthly rent under the existing lease. Mr. Rodney Brown of the Real Estate Department reports that the minimum monthly rental to be paid by the lessee was reduced by \$25,000 primarily because under the proposed lease the new lessee of the garage will be required to pay for capital improvements estimated to cost \$250,000. These capital improvements would include, restroom upgrades, ventilation system improvements, fire fighting system improvements, plumbing improvements, emergency lighting and power improvements, disabled access improvements and cosmetic painting.

3. The existing parking rates (City parking tax of 20% included) to be charged by the lessee per automobile parked in the Union Square Parking Garage are as follows:

<u>Time</u>	<u>Parking Charge</u>
Up to 1/2 hr.	\$0.75
1/2 hr. to 1 hr.	2.00
1 hr. to 1 1/2 hrs.	2.75
1 1/2 hrs. to 2 hrs.	3.50
2 hrs. to 2 1/2 hrs.	4.25
2 1/2 hrs. to 3 hrs.	5.00
3 hrs. to 3 1/2 hrs.	6.00
3 1/2 hrs. to 4 hrs.	7.00
4 hrs. to 4 1/2 hrs.	8.25
4 1/2 hrs. to 5 hrs.	9.50
5 hrs. to 5 1/2 hrs.	11.00
5 1/2 hrs. to 6 hrs.	11.75
6 hrs. to 24 hrs.	14.00



<u>Monthly Parking</u>	\$275.00
<u>Bicycle (per day)</u>	\$0.25

No changes to the parking rates are being proposed at this time.

4. Bidding will be based on the percentage of gross revenues and the \$175,000 minimum rent per month. Subsequent to the signing of this lease, the Board of Supervisors may increase the rates at the Union Square Parking Garage. If such an increase is authorized, the monthly rental payable to the City, which is based on a percentage of gross revenue, would also increase.

#### Comment

Subsequent to completion of the competitive bidding procedures, the actual award of a new lease will be subject to separate legislation which will require approval by the Board of Supervisors. The proposed legislation only approves the lease documents as to form and authorizes the Director of Property to seek competitive bids for the leasing of the Union Square Parking Garage.

#### Recommendation

Approve the proposed ordinance.



Item 17 - File 97-91-18

**Item:** Ordinance amending Section 16.6-40 and Section 16.6-41 of the San Francisco Administrative Code to change the title of organizations represented by the Agricultural Commissioner and Sealer of Weights and Measures.

**Description:** The proposed ordinance would amend Section 16.6-40 and Section 16.6-41 of the San Francisco Administrative Code to delete membership in the following two organizations by the Agricultural Commissioner and Sealer of Weights and Measures:

<u>Organization</u>	<u>Annual Membership Fee</u>
State Association of County Agricultural Commissioners	\$350
California Association of Weights and Measures Officials	<u>200</u>
Total	\$550

In addition, the proposed ordinance would also amend Section 16.6-40 and Section 16.6-41 of the San Francisco Administrative Code to add membership in the following two organizations by the Agricultural Commissioner and Sealer of Weights and Measures:

<u>Organization</u>	<u>Annual Membership Fee</u>
California Agricultural Commissioners and Sealers Association	\$550
National Conference on Weights and Measures	<u>35</u>
Total	\$585

**Comments:**

1. According to Mr. Evan Weiss, the Agricultural Commissioner and Sealer of Weights and Measures, the Department has had continuing memberships in the two organizations which are proposed to be added (i.e., California Agricultural Commissioners and Sealers Association and National Conference on Weights and Measures) by the proposed ordinance but has not previously requested the Board of Supervisors to amend the San Francisco Administrative Code to authorize membership in these two organizations.

2. Mr. Weiss indicates that the two organizations which are proposed to be deleted from the San Francisco Administrative Code (i.e., State Association of County Agricultural Commissioners and California Association of Weights and Measures Officials) by the proposed ordinance have been combined into the California Agricultural Commissioners and Sealers Association, one of the proposed new organizations to be added. As noted above, the total \$550 annual membership fee for these two deleted organizations is the same as the combined California Agricultural Commissioners and Sealers Association annual membership fee.

3. As noted above, the proposed ordinance would amend the the San Francisco Administrative Code by amending Section 16.6-40 and Section 16.6-41, thereby "changing the title of organizations represented by the Agricultural Commissioner and Sealer of Weights and Measures" (Line 3). However, the proposed resolution would not only change the title of organizations represented by the Agricultural Commissioner and Sealer of Weights and Measures, but it also would add an additional organization, the National Conference on Weights and Measures, to the San Francisco Administrative Code. Therefore, the proposed ordinance should be amended to indicate that an additional organization would be added by the Agricultural Commissioner and Sealer of Weights and Measures.

4. The Administrative Code currently lists three organizations in which representation by the Agricultural Commissioner and Sealer of Weights and Measures is authorized. According to Mr. Weiss, the total FY 1990-91 budgeted amount for membership fees is \$550. According to Mr. Weiss, the Controller's Office will not release these funds unless the Board of Supervisors approves the proposed ordinance.

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5. Mr. Weiss further reports that the \$35 annual membership fee for the National Conference on Weights and Measures has been paid in error from the Department's Revolving Fund for FY 1990-91. The Department however is proposing to include this additional \$35 annual membership fee in the Department's FY 1991-92 budget. The source of funding for these memberships is the General Fund.

6. During the FY 1990-91 budget process, the Board of Supervisors reduced funds for membership fees for General Fund departments by 71.56 percent. Mr. Weiss reports that the Department's membership fees were recently reinstated (Ordinance No. 4-91).

7. The Mayor's Office, the Controller, and the Budget Analyst recently issued a report projecting a shortfall of up to \$158.3 million for the FY 1991-92 budget. As previously noted, the proposed ordinance would authorize the Agricultural Commissioner and Sealer of Weights and Measures to add an additional organization, at an annual General Fund cost of \$35 per year.

**Recommendation:** Approval of the proposed ordinance is a policy matter for the Board of Supervisors. If the Board approves the proposed ordinance, amend the San Francisco Administrative Code to indicate that an additional organization would be added by the Agricultural Commissioner and Sealer of Weights and Measures.

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Item 18 - Files 173-91-1

**Department:** Port of San Francisco (Port)

**Item:** Ordinance approving the first lease amendment with Crent Company for occupancy of Pier 31.

**Location:** San Francisco Port, Pier 31, at the east end of Bay Street

**Purpose of Lease:** Warehousing facility

**Lessee:** Crent Company, a paper box distributor

**No. of Sq.Ft. and Cost/Month:** 140,838 sq.ft. (interior) @ \$0.30/sq.ft. = \$42,251.40/month  
22,597 sq. ft. (exterior) @ \$0.15/sq. ft. = \$3,389.55/month

**Total Monthly and Annual Revenues:** \$45,641 monthly  
\$547,692 annually

**Utilities and Janitor Provided by Lessor:** Yes, except electricity

**Term of Lease:** March 1, 1992 through February 28, 1997 (five-year extension to existing March 1, 1982, through February 28, 1992 lease).

**Comments:**

1. Crent Company, a paper box distributor, has an existing ten-year lease to conduct a warehousing business at Pier 31. The current lease expires February 28, 1992.
2. On February 13, 1991, the San Francisco Port Commission approved Resolution No. 91-12, extending the terms of Crent Company's lease for another five years, through February 28, 1997. The amendment also updates the lease terms to reflect current leasing provisions and makes rent adjustments.
3. Effective on March 1, 1994 and again on each two-year anniversary of March 1, 1994 (the "Adjustment Dates") the minimum monthly rent would be adjusted by an amount equal to any increase in the Cost of Living Index. However, in no case would any single adjustment increase the rent less than six percent or more than ten percent more than the rent for the immediately preceding period. The Cost of Living Index means the United States Department of Labor's Bureau of Labor Statistics Consumer Price Index for All Urban Consumers, San Francisco-Oakland-San Jose, California.

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4. Under the payment provisions of the current lease, which expires on February 28, 1992, Crent Company pays the Port a total of approximately \$38,426 per month for a total of \$461,108 annually. Under the proposed lease amendment, commencing on March 1, 1992, Crent Company would pay \$45,641 per month, or a total of \$547,692 annually, an increase of approximately 19 percent more than the current lease.

5. Crent Company has indicated in its Compliance with the South Africa Divestment Ordinance form that it does no business in South Africa and has no ties to companies that do.

**Recommendation:** Approve the proposed first amendment to the lease of real property.

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Item 19 - File 7-91-3

**Department:** Public Utilities Commission (PUC)  
Municipal Railway (MUNI)

**Item:** Approving revised fare schedule for the San Francisco Municipal Railway (pertaining to Section V, Regional Transfer arrangements)

**Description:** In an effort to improve regional transportation coordination between the Bay Area's many transit operators, MUNI proposes to amend an existing Regional Transfer arrangement, establish three new Regional Transfer arrangements, and codify an existing Regional Transfer arrangement. The proposed Regional Transfer arrangements are listed separately below.

BART Plus Pass

The BART Plus Pass currently provides unlimited use of AC Transit or MUNI during a two-week period and limited use of BART depending on the total value of the pass purchased, which ranges from \$20 to \$53. In return for honoring the BART Plus Pass, MUNI receives \$10 for each two-week Pass credited to its services. Beginning April 1, 1991, the proposed resolution would revise the fare schedule to \$12 for each two-week Pass or \$24 a month. The proposed \$2 increase for each two-week Pass would be funded by increasing the riders share by \$2. The existing and proposed reimbursement schedules are as follows:

<u>Source</u>	<u>Existing</u>	<u>Proposed</u>	<u>Increase</u>
Rider	\$6	\$8	\$2
BART	3	3	0
MTC	1	1	0
Total	\$10	\$12	\$2

MUNI would receive the \$12 for each Pass credited to its service by means of a formula. This formula is currently determined monthly based on the net ridership factors calculated for the East Bay and West Bay areas. The proposed resolution would change this formula to an annual survey of BART Plus passengers, multiplied by the number of BART Plus passes actually sold in the year. The proposed annual survey would take place in August or September of 1991.

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BART Premium Pass

Beginning on or after July 1, 1991, all holders of a BART Premium pass would ride MUNI at no charge. The BART Premium pass is primarily used on outlying transit systems which also connect with BART, such as Golden Gate, Benicia, Martinez, and Vallejo transit systems. All of the participating transit systems are offering similar privileges to MUNI riders. Although MUNI does not have an estimate on the number of additional riders generated by the BART Premium Pass, MUNI does not anticipate many additional riders from the BART Premium Pass.

Golden Gate Transit/MUNI Transfer Stickers

Beginning on May 1, 1991, MUNI proposes establishing monthly MUNI transfer stickers that would be attached to the front cover of the Golden Gate Transit Discount Book. The transfer sticker would allow the ticket book holder to have free transfer privileges on MUNI. MUNI would sell the proposed transfer stickers for \$24 a month. MUNI anticipates that approximately 850 riders a month would purchase the Golden Gate Transit Transfer Sticker for a total of \$20,400 a month in additional revenue, or \$244,800 a year.

AC Transit Transbay/MUNI Transfer Stickers

Beginning on May 1, 1991, MUNI proposes establishing monthly MUNI transfer stickers that would be attached to an AC Transit monthly Transbay Pass. The transfer sticker would allow AC Transit Transbay Pass holders to have free transfer privileges on MUNI. MUNI would sell the proposed transfer stickers for \$24 a month. MUNI anticipates that approximately 200 riders a month would purchase the AC Transit Transbay/MUNI Transfer Sticker for a total of \$4,800 a month in additional revenue, or \$57,600 a year.

BART/MUNI Cash Transfer

The existing BART/MUNI Cash Transfers which charge \$.85 for a round trip MUNI fare would be codified.

**Comments:**

1. According to Ms. Kathleen Kelly of the PUC, MUNI is proposing these Regional Transfer arrangements in part because State funding will be tied to regional planning efforts. In fact, the California Legislature and regional transportation authorities have requested that MUNI enter into these Regional Transfer arrangements. MUNI currently receives approximately \$7 million a year in State Subvention funding (State Transit Assistance (STA) Funds).

2. Ms. Kelly reports that the BART Plus Pass sales and MUNI's share for the first eight months of FY 1990-91 are as follows:

<u>Month</u>	<u>Total Sales</u>	<u>MUNI</u>	<u>Payment to MUNI</u>
July, 1990	467	171	\$ 1,710
August	1,705	654	6,540
September	12,467	4,948	49,480
October	10,937	4,502	45,020
November	12,090	5,026	50,260
December	11,949	4,987	49,870
*January, 1991	11,949	4,987	49,870
*February	11,949	4,987	49,870
*March	<u>11,949</u>	<u>4,987</u>	<u>49,870</u>
Totals	85,462	35,249	\$352,490

\* Estimated

Ms. Kelly advises that because a formula does not yet exist for calculating the revenue split for the proposed BART Plus Pass, MUNI's revenues from the BART Plus Pass cannot be estimated with the \$2 fare increase. In addition, MUNI would not receive any revenues from the BART Plus Pass until the formula is established, which would be approximately August or September of 1991. Once the formula is established, MUNI would be paid retroactively.

3. Ms. Kelly further advises that MUNI is proposing the \$24 monthly Golden Gate Transit and AC Transit Transbay transfer stickers at a \$4 discount compared to MUNI's \$28 Fast Pass. The \$4 difference per month per transfer sticker would result in an overall reduction of \$4,200 a month (1,050 riders x \$4), or a \$50,400 loss per year which would be absorbed within MUNI's budget.

4. According to Ms. Kelly, the proposed Regional Transfer arrangements are negotiated separately from MUNI's normal fare and Fast Pass schedule because of the myriad of complications involved if all of the participating transit systems sought to change the Regional Transfer arrangements with changes in their respective fare schedules. Therefore, if MUNI's normal fare and Fast Pass schedules were to increase, the proposed Regional Transfer arrangements would not necessarily increase.

5. Ms. Kelly advises that any additional revenues generated by the Regional Transfer arrangements would reduce the General Fund contribution to MUNI's 1990-91 budget. MUNI is unable to estimate the total net additional revenues generated by the proposed Regional Transfer arrangements

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because MUNI is not sure how many of the projected purchasers of the proposed transfer arrangements are currently purchasing MUNI Fast Passes or paying one-time fares, which would be reduced under the proposed arrangements. Given that MUNI reports that the proposed Regional Transfer arrangement will be tied to future State funding, the Budget Analyst recommends approval of the proposed Regional Transfer arrangements. Further, because MUNI cannot project the impacts of the proposed Regional Transfer arrangements on passengers or revenues, the Budget Analyst also recommends that MUNI report back to the Finance Committee in September, 1991, after the revenue sharing formula is established, to identify the passenger and fiscal impacts of the proposed Regional Transfer arrangements.

- Recommendations:**
1. Approve the proposed resolution.
  2. Request the MUNI to report back to the Finance Committee on the passenger and fiscal impacts of the proposed Regional Transfer arrangements in September, 1991 after completing the survey to determine the BART Plus Pass revenue sharing formula.

Item 20 - File 97-91-21

- Department:** Public Utilities Commission (PUC),  
Municipal Railway (MUNI)
- Item:** Ordinance amending Administrative Code by adding Section 1.40 authorizing the PUC to execute hold harmless agreements with transportation agencies.
- Description:** As a companion measure to Item 19 (File 7-91-3), the proposed ordinance would allow the PUC to enter into hold harmless agreements with other transportation agencies where such agencies and MUNI agree to issue passes for use on both MUNI and other transit systems. Hold harmless agreements are designed to hold the participant harmless from any liability for injury or damages arising from another operator's negligence.
- Comment:** Although the proposed ordinance does not limit the number of transportation agencies with whom the PUC can execute hold harmless agreements, the transportation agencies that MUNI is currently proposing to enter into agreements with include:
- Bay Area Rapid Transit (BART) District  
AC Transit  
Golden Gate Bridge, Highway, and Transportation District  
Eastbay Ferry
- Recommendation:** Approve the proposed ordinance.





Item 21 - File 97-91-16

The proposed resolution would provide that the Board of Supervisors request the Mayor to direct all City agencies, departments and commissions to address the accessibility of services for persons with disabilities in all grant requests.

Comment

The sponsor of the proposed legislation has requested that this item be continued to the Call of the Chair, in order to have additional time to redraft the proposed legislation.

Recommendation

Continue the proposed resolution to the call of the Chair, as requested by the sponsor of the proposed legislation.



Items 22 and 23 - File 170-90-8.1 and 97-91-19

**Departments:** Water Department  
Hetch Hetchy  
Public Utilities Commission

**Item:** Item 22 (File 170-90-8.1) is a resolution approving the issuance of San Francisco Water Revenue Bonds, 1991 Series A, to provide funds for the reconstruction and replacement of existing facilities, and approving covenants contained in the indenture pursuant to which the bonds are issued and authorizing establishment of funds and accounts.

Item 23 (File 97-91-19) is an ordinance amending the Administrative Code by adding Chapter 64 to establish the San Francisco Bond Facilitation Act.

**Amount:** Not to exceed \$76,000,000

**Description:** In June of 1990, the Board of Supervisors approved a resolution (#459-90) to provide for the issuance of 1991 Series A San Francisco Water Revenue Bonds in an amount not to exceed \$76 million. The bonds to be sold would be used to pay for a portion of the Water Department's and Hetch Hetchy's capital replacement and reconstruction needs.

At the time that the prior resolution was approved by the Board of Supervisors, the Bond Counsel advised the Board that the Board must also approve the documents related to the bonds. Therefore, the proposed resolution would, in addition to approving the issuance of San Francisco Water Revenue Bonds, 1991 Series A, approve covenants contained in the documents governing the issuance of the bonds and authorize establishment of funds and accounts by the Treasurer.

Section 7.300 of the City's Charter requires that revenue bonds cannot be issued for any purpose unless the revenue bonds are first approved by a majority of the voters. However, as permitted under Section 7.312(d) and Section 7.313(d) of the Charter, the Water Department and Hetch Hetchy, respectively, may issue revenue bonds for reconstruction and replacement of existing facilities without compliance with the revenue bond voter approval requirements of Section 7.300 of the Charter, when authorized by resolution adopted by

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three-fourths of the members of the Board of Supervisors.

According to the proposed resolution, the Water Revenue Bonds would have a term not to exceed 20 years and an interest rate not to exceed 9 percent annually.

In May of 1990, the Board of Supervisors approved six resolutions relating to the Water Department's proposed revised schedule of rates for water supplied to City and suburban retail customers, water supplied to suburban resale customers, and for the schedule of rates to be charged for water use in excess of allotment and flow restricting installations. Through these resolutions, water rates increased by 14 percent for City and suburban retail customers and 27.6 percent for suburban resale customers in 1990-91. These water rate increases were premised on the issuance of the proposed revenue bonds, which is the subject of this legislation.

In legislation to be submitted to the Board of Supervisors in the near future, the Water Department proposes to increase water rates by another 14 percent for City and suburban retail customers and at least 64 percent for suburban resale customers, effective as of July 1, 1991. These pending water rate increases do not include a proposed drought surcharge or a possible charge for purchase of additional water, and are also premised on the issuance of the proposed revenue bonds.

A portion of the proposed revenue bonds are technically known as capital appreciation bonds, in which interest is compounded on a monthly basis rather than on a semiannual basis. The City's Administrative Code presently allows interest on bonds to be compounded on a semiannually basis with payments made on a semiannual basis. The firm of Orrick, Herrington & Sutcliffe, which serves as the Bond Counsel to the PUC's Water Department, has advised the City Attorney that, to allow the sale of capital appreciation bonds, the City must amend the Administrative Code to allow bond interest to be compounded and payable at times fixed in the resolution, indenture, or agreement providing for the issuance of the bonds, rather than semiannually.

Therefore, the proposed ordinance (File 97-91-19) would add Chapter 64 to the San Francisco Administrative Code to allow agencies of the City such as the Public Utilities Commission, to issue bonds with interest

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payment dates provided in the resolution, indenture, agreement or other document outlining the terms of the issuance of the bonds.

**Comments:**

1. The Water Department has based the rate increases approved and currently in place for 1990-91 and proposed for 1991-92 on the sale of these proposed revenue bonds. The Water Department and the PUC estimate that, if the proposed revenue bonds are not issued and the Water Department were required to operate on a cash only basis, rate increases of 53 percent for City and suburban retail customers would have been required for 1990-91 (in contrast to the 14 percent now in effect), and rate increases of 26.9 percent would be required for all of 1991-92 in order to fund operating costs, preserve capital replacement and end the 1991-92 fiscal year with a surplus of approximately \$569,000. To avoid such large rate increases in the next two years, the PUC is proposing to issue up to \$76 million of revenue bonds to be repaid over 15 years.

2. The Water Department is currently proposing that the term of the bond sale be a weighted average of 20 years. In order to retire the bond debt, and meet operating and capital requirements of the Water Department, the PUC also projects that regular annual rate increases of 14 percent for City and suburban retail customers will be required for each year through 1995-96. The proceeds of the proposed bond sale will be used to fund \$67 million in capital projects (water main replacement and water service renewals) for the Water Department. The table below shows the estimated use of bond sale proceeds.

<u>Water Department</u>	<u>Millions</u>
1989-90:	
- Repair of Calaveras Pipeline	\$11.3
- Main Replacement & Service Renewals	8.0
1990-91 Through 1992-93:	
- Main Replacements	26.7
- Service Renewals	6.0
- San Andreas Pipeline #3 relining	<u>15.0</u>
Total Water Department	\$67.0
Bond Insurance	0.7
Bond Issuance Cost	1.4
Capitalized Interest	<u>6.9</u>
Total Non-Construction Costs	<u>9.0</u>

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Total Bond Costs

\$76.0

3. As shown in the table above, the PUC proposes to use approximately \$6.9 million of the bond proceeds to fund "capitalized interest", meaning that this amount will be used to make interest payments on the bonds. According to Ms. Jean Mariani of the Public Utilities Commission's Finance Bureau, a \$76.0 million 20-year debt, assuming a current true interest rate of 6.7 percent annually, would require approximately \$6.8 million annually in debt service over the term of the bonds in order to fully retire the debt. By paying a portion of the interest from the bond proceeds, the PUC is able to decrease debt service requirements on the bonds to approximately \$2.3 million for 1990-91 and \$4.5 million for 1991-92. Total debt service over the 20-year term would be \$129.2 million. Further, by doing so, the PUC is able to maintain a rate schedule that provides for a rate increase of 14 percent for City and suburban retail customers and anticipates future rate increases of 14 percent each subsequent year through 1995-96.

4. Part of the bond proceeds would be used to pay for bond issuance costs (\$1.4 million). Bond issuance costs include costs of the bond underwriters, bond counsels, financial advisors, and all document printing costs. The following list details the names of all firms associated with the underwriting of the bond issue:

<u>Firm Name</u>	<u>Responsibility</u>	<u>MBE/WBE Status</u>
PaineWebber, Inc.	Bond underwriter	None
Grigsby, Brandford Powell, Inc.	Bond underwriter	MBE
Artemis Capital Group, Inc.	Bond underwriter	WBE
Perry Investments, Inc.	Bond underwriter	WBE
M. R. Beal & Company	Bond underwriter	None
Pryor, McClendon, Counts & Co., Inc.	Bond underwriter	MBE
Orrick, Herrington & Sutcliffe	Bond Counsel	None
Arnell & Hastie	Co-bond counsel	MBE
Brown & Wood	Underwriter Counsel	None
Harrison, Taylor & Bazile	Underwriter Co-Counsel	None

5. According to Ms. Mariani, the proposed resolution is intended to provide authorization for an up to \$76 million bond measure, and to be compatible with the present

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water rates approved by the Board of Supervisors on June 4, 1990 and the proposed water rate increases for 1991-92.

6. The proposed revenue bonds will not constitute any indebtedness for the City's General Fund and reimbursement of the proposed revenue bonds will be paid solely out of the water rate revenues from the Water Department.

7. As noted previously, the proposed resolution must be approved by three-fourths of the members of the Board of Supervisors, or a minimum of nine members.

**Recommendation:**

Approve the proposed resolution.



Item 24 - File 11-91-1

**Department:** San Francisco Redevelopment Agency (SFRA)

**Item:** Resolution approving the issuance by the Redevelopment Agency of the City and County of San Francisco of Multifamily Housing Revenue Bonds in an additional amount not to exceed \$35 million for the purposes of its residential construction financing program for the Western Addition A-2 Redevelopment Project Area.

**Amount:** Not to exceed \$35 million

**Source of Funds:** Sale of mortgage revenue bonds

**Description:** The Fillmore Center, a project built on land purchased from the SFRA, is a development intended to provide 1,113 units of housing, commercial retail space and parking in the Western Addition area. The project developer, Fillmore Center Associates, secured financing for the project in the amount of \$200.2 million, consisting of a \$95 million construction loan from Citicorp Real Estate, \$71.3 million in construction loans from other banks, and \$33.9 million in mortgage revenue bond proceeds from SFRA.

In December of 1985, the Board of Supervisors authorized the issuance of up to \$120 million in residential mortgage revenue bonds to assist the private developer, Fillmore Center Associates, in financing the project (Resolution No. 1031-85). The SFRA subsequently issued \$95 million in mortgage revenue bonds of the \$120 million authorized to pay off the construction loan after the completion of the project. In September of 1986, the Board of Supervisors approved the issuance of an additional \$10 million in mortgage revenue bonds for the Fillmore Center project for a total authorization of \$130 million (Resolution No. 869-86). The SFRA subsequently issued another \$33.9 million in mortgage revenue bonds to be applied to the construction of the project (as noted above), for a total issuance of \$128.9 million (\$95 million initial issuance plus \$33.9 million issuance) in mortgage revenue bonds for the Fillmore Center project.

According to Mr. Mario Menchini, Fillmore Center Associates, the project developer, has run out of funds to complete the project and has negotiated an agreement with Citicorp Real Estate to advance sufficient funding (bridge loan) to complete the Fillmore Center project. The SFRA proposes to issue another \$35 million in mortgage revenue bonds to assist the developer in paying off the bridge loan from Citicorp, to pay for interest costs on the \$95 million

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Citicorp construction loan, and to provide for reserves required for the \$95 million in mortgage revenue bonds previously issued by the SFRA.

Mr. Menchini further states that mortgage payments to retire the total of \$163.9 million in mortgage revenue bonds (128.9 million in mortgage revenue bonds plus an additional \$35 million) would come from rental revenues collected from the lease of the residential and commercial space.

**Comments:**

1. Mr. Menchini advises that the SFRA has not yet determined the financial details of the proposed \$35 million mortgage revenue bond issue, including the term of the bonds, the scheduling of bond payments, the estimated debt service costs, and the projection of rental income needed to retire the mortgage revenue bonds. Mr. Menchini further advises that the Redevelopment Agency Commission has not yet approved the issuance of these mortgage revenue bonds to assist the completion of the Fillmore Center project. The Budget Analyst believes that such financial information and approval of the Redevelopment Agency Commission is needed before the Board of Supervisors reviews and approves the issuance of the \$35 million in additional mortgage revenue bonds. Further, Mr. Menchini also reports that Citicorp and the developer have not definitively decided whether to proceed with the additional \$35 million in mortgage revenue bond financing proposed by the SFRA. Therefore, the Budget Analyst recommends that the proposed resolution approving the issuance of up to \$35 million of revenue bonds for the Fillmore Center project be continued pending the provision of all financial information related to the issuance of the bonds and the approval of the issuance by the Redevelopment Agency Commission.

2. Pursuant to the Federal Internal Revenue Code, the Board of Supervisors must conduct a public hearing prior to the approval of the issuance of these mortgage revenue bonds, and fourteen days prior notice of the public hearing must be provided. According to Mr. Menchini, the Board of Supervisors has provided sufficient notice of the hearing of this proposed resolution by the Finance Committee. Therefore, the hearing of this proposed resolution by the Finance Committee would constitute the public hearing as required by the Federal Internal Revenue Code. Ms. Pam Jue, Co-Bond Counsel for the SFRA, advises that the public hearing can be split from the Board of Supervisors' regular approval process. Ms. Jue further advises that, although much of the information regarding the specific details of the bond issue are not available, the Board of Supervisors could

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still conduct the public hearing to solicit general comments from the public on the proposed bond financing plan.

3. It should be noted that neither the faith and credit of the City, nor its taxing authority is obligated to pay back the proposed bonds.

**Recommendation:** Continue the proposed resolution to the call of the Chair pending the provision of all financial information pertaining to the proposed issuance of the \$35 million in mortgage revenue bonds, and the approval of the proposed issuance by the Redevelopment Agency Commission.





Item 25 - File 91-91-1

**Department:** San Francisco Redevelopment Agency (SFRA)

**Item:** Resolution approving the issuance by the Redevelopment Agency of the City and County of San Francisco of agency revenue bonds in an amount not to exceed \$30 million to finance public improvements and public facilities in the Yerba Buena Center Redevelopment Project Area.

**Amount:** Not to exceed \$30 million

**Source of Funds:** Sale of revenue bonds

**Description:** The SFRA proposes to issue \$30 million in revenue bonds to finance the construction of a cultural center and esplanade to be located on top of the expanded Moscone Convention Center. The proposed cultural center would include a performing arts theater, and a visual arts center. The proposed cultural center facilities are part of the planned Yerba Buena Gardens, which would also include movie theaters, retail shops, an ice rink and carousel, a childcare center and children's recreation area, an art gallery, and a rooftop garden. The current total estimated cost of Yerba Buena Gardens is \$110 million.

As of the writing of this report the SFRA was unable to provide a breakdown of the proposed funding sources for the Yerba Buena Gardens project. However, a majority of the funding would come from the sale of three parcels of land to the private developer, Olympia and York. One site is located on Market Street, between Third and Fourth Streets, and the other two parcels are located on Third Street between Mission and Howard Streets.

Mr Mario Menchini of the SFRA reports that the sale of the three parcels of land to Olympia and York, the private developer overseeing the commercial and office space development of the Yerba Buena area, has not been completed. As such, the funding to begin work on the Yerba Buena Gardens project is not yet available.

To facilitate the start of construction of the Yerba Buena Gardens, the SFRA proposes to issue \$30 million in revenue bonds. The bond proceeds would be used to finance construction of the cultural center and esplanade and would be paid for through the eventual sale of two adjacent parcels of property to Olympia and York. Mr. Menchini has estimated the value of the two parcels of land to be between \$31 million and \$32 million, and estimates that the proceeds

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of the sale of these two parcels of land should be sufficient to pay off the principal amount of the bonds.

Mr. Menchini also reports that the SFRA has not determined the source of funds needed to pay the debt service costs associated with the revenue bonds. However the SFRA has discussed the possibility of including the debt service costs of the revenue bonds as part of the Redevelopment Agency's annual budget, which is approved by the Board of Supervisors.

**Comments:**

1. Mr. Menchini advises that the SFRA has not yet determined the financial details of the proposed \$30 million revenue bond issue, including the term of the bonds, the scheduling of bond payments, the estimated debt service costs, and the sources of funding for payment of the debt service costs. Mr. Menchini further advises that the Redevelopment Agency Commission has not yet approved the issuance of these revenue bonds to facilitate the construction financing of the Yerba Buena Gardens project. The Budget Analyst believes that such financial information and approval of the Redevelopment Agency Commission is needed before the Board of Supervisors can adequately review and approve the issuance of the \$30 million in revenue bonds. Therefore, the Budget Analyst recommends that the proposed resolution approving the issuance of the bonds be continued pending the provision of all financial information related to the issuance of the bonds and the approval of the issuance by the Redevelopment Agency Commission.

2. It should be noted that neither the faith and credit of the City, nor its taxing authority is obligated to pay back the proposed bonds.

**Recommendation:** Continue the proposed resolution to the call of the Chair.

Item 26 - File 27-91-2

**Department:** Airports Commission

**Item:** Resolution approving the Concession Agreement for Operation of Automobile Rental Services between Thrifty Rent-A-Car and the City and County of San Francisco acting by and through its Airports Commission.

**Lessee:** Thrifty Rent-A-Car System, Inc.

**Term:** The lease is for a two-year period with no extension option. The agreement would commence May 1, 1991.

**Description:** The proposed agreement would provide Thrifty-Rent-A-Car the right to operate in the San Francisco International Airport with no Airport space provided in conjunction with this agreement. Counter space for Thrifty-Rent-A-Car would be provided under a separate Airport Permit with a separate rent not subject to subsequent approval by the Board of Supervisors. Section 3.693 of the San Francisco Charter authorizes the Airport to issue permits for Airport space or areas without seeking Board approval. Thrifty Rent-A-Car vehicles would be located off Airport property.

Fees payable by Thrifty Rent-A-Car would consist of either a minimum annual guarantee of \$700,000 or 10 percent of gross revenues, whichever is greater.

**Comments:**

1. This agreement was awarded on a competitive bid basis. The Airport established a base minimum annual guarantee of \$200,000. Two bids were received as shown below. According to Mr. Ron Gonzales of the Airport, no MBE/WBE preferences are permitted on concession leases. A summary of the two bids is listed below:

<u>Bidder</u>	<u>Minimum Annual Guarantee</u>
Thrifty Rent-A-Car	\$700,000
General Rent-A-Car	\$485,000

2. The Human Rights Commission (HRC) has approved Thrifty Rent-A-Car's employee workforce plan. Thrifty Rent-A-Car is neither a MBE nor a WBE firm.

3. The Finance Committee might want to request a listing of all of the Airport's permittees and the related Airport revenues since such permits are not subject to approval of the Board of Supervisors.

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**Recommendation:** Approve the proposed resolution.

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Item 27 - File 28-91-3

**Department:** Department of Public Works (DPW)  
Clean Water Program (CWP)

**Item:** Resolution authorizing emergency repair work to restore the integrity of the sewer on Gough Street, from Jackson Street to Washington Street.

**Amount:** \$400,000

**Source of Funds:** Clean Water Program Fund, Sewer Repair and Replacement Fund

**Description:** DPW has determined that the existing sewer on Gough Street, Jackson Street to Washington Street is damaged and constitutes a hazard to the public health and welfare.

In accordance with Section 6.30 of the Administrative Code, DPW initiated an expedited contracting procedure for the necessary construction work on the damaged sewer. DPW contracted with Stacy Silva Construction, a City certified WBE/LBE firm, on an emergency basis. Project costs are summarized as follows:

CWP Design Engineering	\$ 16,000
DPW Bureau of Engineering	45,460
Construction (Stacy Silva Construction)	300,000
Contingency (10%)	<u>30,000</u>
Total	\$391,460

**Comments:** 1. As reflected in the project budget above, Mr. Ramsis Attia of DPW reports that the estimated cost of the project is \$391,460, which is \$8,540 less than the \$400,000 which is the estimated cost of the project on the proposed resolution.

2. Mr. Attia reports that the hazardous condition was first discovered on February 21, 1991 by the Bureau of Street and Sewer Repair (BSSR), when a depression in the roadway was found on Gough Street. The BSSR investigated the sewer below the pavement and found it to be damaged. The DPW's CWP declared an emergency condition on February 22, 1991. Mr. Johannes Moeck of DPW's Construction Management Division reports that there are detour signs directing traffic around the caved in portion of Gough Street, an area approximately 250 feet long and 40 feet wide.

3. Mr. Moeck reports that construction on the project is approximately 50 percent completed. Construction began on March 4, 1991, and construction is estimated to be completed

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by April 19, 1991. Mr. Moeck reports that the sewer has already been replaced, and the water main is approximately 89 percent complete. After the water main has been completed, the DPW will replace the portion of the pavement, sidewalk and curb on Gough Street which caved in.

**Recommendation:** Amend the estimated project cost from \$400,000 to \$391,460.  
Approve the proposed resolution, as amended.

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Item 28 - File 64-91-6

**Department:** Real Estate Department  
Public Library

**Item:** Resolution authorizing renewal of the lease of real property for the Public Library

**Location:** 387 Ashton Avenue (ground floor)

**Purpose of Lease:** Ingleside Branch Library

**Lessor:** Christie B. Pearce, John W. Buzza, and Barbara Buzza

**No. of Sq. Ft. and Cost per Month:** 1,975 square feet @ \$0.75/sq.ft./month = \$1,481.25 rent/month

**Annual Cost:** \$17,775

**Utilities and Janitor Services Provided by:** City pays for gas, electricity, water, and janitorial services

**Term of Lease:** July 1, 1991, or as soon thereafter as renovations are completed by the lessors and accepted by the City, through June 30, 1994. The lease also provides for an increase in the annual rental rate of five percent per year.

**Source of Funds:** General Fund

**Comments:** 1. The City has leased this space for the Ingleside Branch Library since 1946. According to Ms. Claudine Venegas of the Real Estate Department, the current Ingleside Branch Library rent of \$525 per month is below fair market value. The now-deceased owner, Jane Agnes Soldavini, was willing to rent the Ingleside Branch Library to the City at below fair market value because she enjoyed the security of a long-term lease with the City and supported the mission of the Public Library. The current lessors, the daughter and grandchildren of the now-deceased owner, want to increase the monthly rental rate to reflect the fair market value of the property. The current lease is being extended on a month-to-month basis, at the current rent of \$525 per month, until after July 1, 1991, when the proposed lease is scheduled to commence. Ms. Venegas also reports that a contractor has been chosen by the lessors, and renovations will commence pending Board of Supervisors' approval of the proposed lease.

2. The proposed lease states that the lessor will contract for renovation work to retrofit the restrooms to be handicap accessible at a cost not to exceed \$12,000. The City would pay the lessor one-half of the cost of these renovations, or no more than \$6,000 amortized over the three-year term of the lease. The City's portion of the renovation costs would be payable in 36 monthly installments of no more than \$166.67 per month, or \$2,000 annually. Ms. Venegas reports that it is common for the lessee to pay for part of the renovation costs if the monthly rental rate is below fair market value. The proposed lease would also provide that, if for any reason the City does not remain for the projected term of the lease, the City shall not be responsible for any unamortized portion of the renovations.

3. The proposed annual lease cost of \$17,775 represents an increase of approximately 182 percent over the current annual lease cost of \$6,300. Including the annual renovation costs amortized over the term of the lease of an additional \$2,000 per year, the proposed total lease cost of \$19,775 (\$17,775 rent + \$2,000 amortized renovations) represents an increase of approximately 214 percent over the current \$6,300 annual lease costs.

4. Ms. Venegas reports that after conducting a rental survey of similar properties in close proximity to the Ingleside Branch Library, the average price per square foot was between \$1.00 and \$1.25. Therefore, the Real Estate Department has concluded that the \$0.75 per square foot for the Ingleside Branch Library is still below fair market value.

4. Under the provisions of the proposed lease, the City can terminate the proposed lease with 90 days prior written notice to the lessor, if funds are not appropriated in the subsequent fiscal years.

5. The Public Library reports that the proposed increased rental costs for the Ingleside Branch Library will be included in the Department's 1991-92 budget.

**Recommendation:** Approve the proposed resolution.

Item 29 - File 94-91-1

**Department:** Public Utilities Commission (PUC),  
Municipal Railway (MUNI)

**Item:** Resolution authorizing the PUC to apply for, accept and expend up to \$568,032 of emergency earthquake revenue for reimbursement to MUNI for MUNI's costs and lost revenues from providing emergency transit services following the Loma Prieta earthquake.

**Grant Amount:** \$568,032

**Source of Grant:** State Disaster Relief fund through the Metropolitan Transportation Commission (MTC)

**Description:** The State of California, under legislation SB36X and AB5X, made funds available to the MTC from the Disaster Relief Fund for ongoing operating costs associated with providing emergency transit services as a result of the October 17, 1989 Loma Prieta earthquake. The MTC has decided to allocate \$568,032 to MUNI to reimburse costs and lost revenues resulting from providing emergency transit services after the October 17, 1989 Loma Prieta earthquake.

The MTC is proposing to use \$254,300 of the \$568,032 to pay MUNI for MTC's share of various Regional Transfer arrangements, such as the BART Plus Pass and the Bus/Ferry/MUNI Pass (refer to Item 19, File 7-91-3 for details on Regional Transfer arrangements). These Regional Transfer arrangements went into effect immediately after the earthquake to help ease the impact on commuters from the Bay Bridge being out of commission. As such, the State considers the Regional Transfer arrangements earthquake related costs.

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The following is a breakdown of MUNI's proposed grant application claims:

<u>Purpose</u>	<u>Amount</u>
Bus/Ferry/MUNI Pass (10/89 through 12/90)	\$53,000
Bus/Ferry/MUNI Pass (1/91 through 12/91)	20,000
BART Plus Pass (10/89 through 12/90)	103,300
BART Plus Pass (1/91 through 12/91)	<u>78,000</u>
Subtotal	\$254,300
Disaster Application Center Shuttle	44,574
Lost fare revenues	<u>269,158</u>
Total	\$568,032

**Required Match:** None

- Comments:**
1. The PUC reports that the \$44,574 for the Disaster Application Center Shuttle may or may not be considered by FEMA as a reimbursable cost. The Disaster Application Center Shuttle was a MUNI shuttle that transported people between the five FEMA application sites after the earthquake. According to Ms. Kathleen Kelly of the PUC, the MTC is proposing to reserve the \$44,574 for the Disaster Application Center Shuttle pending notification from FEMA regarding the reimbursement. MUNI still receives the \$44,574 either from FEMA or through the proposed State grant.
  2. Ms. Kelly further reports that MUNI has received confirmation from MTC that MUNI will receive \$568,032.
  3. There is no application deadline for the proposed grant. However, MTC would like MUNI to submit the proposed grant application before MTC's mid-April meeting. Ms. Kelly advises MUNI will not submit the proposed grant application prior to receiving the Board of Supervisors authorization.
  4. Ms. Kelly advises that the \$44,574 for the Disaster Application Center Shuttle and the \$269,158 in lost fare revenue would reduce the General Fund share of MUNI's 1990-91 budget by \$313,732 (\$44,574 + \$269,158). The remaining \$254,300 for the Bus/Ferry/MUNI Pass and the

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BART Plus Pass have already been accounted for by the Controller's Office as additional fare revenue and therefore will not have further impact on the General Fund.

**Recommendation:** Approve the proposed resolution.

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Item 30 - File 146-91-26

**Department:** Department of Public Health (DPH)  
Family Health Bureau

**Item:** Resolution authorizing the Department of Public Health to accept and expend an augmentation to a State grant.

**Grant Amount:** \$26,000

**Source of Funds:** State Department of Health Services, Maternal Child Health Branch Perinatal Services

**Grant Period:** February 1, 1991 through June 30, 1991

**Project:** Comprehensive Perinatal Services Program

**Project Description:** The Board of Supervisors authorized the DPH to apply for, accept and expend the State Maternal Child Health block grant of \$186,746 (File No. 146-90-53) on August 27, 1990. The State grant provides funds for the management and coordination of the DPH's Comprehensive Perinatal Services Program (CPSP) and to enhance and maintain Maternal/Child Health activities. Specific program services include: (1) providing technical assistance to health care providers in order to enable them to enroll low-income women in Medi-Cal funded perinatal services; (2) providing public information about the availability of Medi-Cal funded perinatal services; (3) recruiting additional health care providers to offer such services and; (4) providing on-going quality assurance and in-depth technical assistance to those health care providers that are currently offering these perinatal services.

In January, 1991, the State invited counties to augment their grants by providing matching Federal Title XIX funds for certain services to maintain and coordinate the CPSP program. The proposed augmentation would add DPH personnel, the Perinatal Services Director and the Maternal Child Health (MCH) Director, to the project budget. The proposed augmentation of Federal funds will be administered by the State Department of Health Services, Maternal Child Health Branch.

**No. of Persons to be Served:** Approximately 1,500 Medi-Cal eligible women

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**Project Budget:**

	<u>FTE</u>	<u>Original Budget</u>	<u>Augmentation Budget</u>	<u>Total Budget</u>
<u>Personnel</u>				
Sr. Medical Social Worker	.75	\$37,897		\$37,897
Perinatal Social Worker	.75	32,769		32,769
Health Educator	.75	28,410		28,410
Data Clerk	.75	16,639		16,639
Clerk Typist	.50	13,403		13,403
Perinatal Director	.30		11,715	11,715
MCH Director	.05		6,096	6,096
Fringe Benefits		<u>36,153</u>	<u>4,987</u>	<u>41,140</u>
Subtotal Personnel		\$165,271	\$22,798	\$188,069
Indirect Costs			\$891	\$891
<u>Operating Expenses</u>				
Travel		\$3,500		\$3,500
Consultant Services		12,000		12,000
Office Supplies		1,800		1,800
Reproduction		1,200		1,200
Educational Materials		1,500		1,500
Training		<u>1,475</u>		<u>1,475</u>
Subtotal Operating Expenses		\$21,475		\$21,475
Total		\$186,746	\$23,689	\$210,435

**Indirect Costs:** \$891 or 5 percent of Personnel.

**Required Match:** None.

**Comments:**

1. As reflected in the DPH's current project budget as shown above, Ms. Virginia Smyly of DPH reports that after negotiating with the State contract manager, the DPH would receive a grant augmentation of \$23,689, or \$2,311 less than the \$26,000 the DPH originally expected to receive. Therefore, the proposed resolution should be amended to authorize DPH to accept and expend this State augmentation grant of \$23,689.
2. Ms. Lucille Burlew-Lawler of DPH reports that the proposed augmentation is an award from the State which did not require an application. As such, the DPH did not apply for the proposed grant augmentation.
3. The DPH has completed a "Summary of Grant Request" which is attached.

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**Recommendation:** Amend the proposed resolution to decrease the proposed augmentation amount from \$26,000 to \$23,689, and approve the proposed resolution, as amended.

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Grantor State DHS, MCH Branch  
 Contact Person Doris Barrows  
 Address 714 "P" Street  
Sacramento

Division CPHS  
 Section Family Health Bureau  
 Contact Person Virginia Smyly  
 Telephone 554-2575  
 Application Deadline See Attached Memo  
 Notification Expected                     

Amount Requested \$ 23,689  
 Term: From January 1, To June 30, 1991  
 Health Commission                      Board of Supervisors: Finance Committee                       
Full Board

I. Item Description: Request to ~~XXXXXX~~ (accept and expend) a ~~XXXXXX~~ (augmentation) (augmentation to a) grant in the amount of \$ 23,689 from the period of Jan. 1, 1991 to June 30, 1991 to provide perinatal services services.

II. Summary (Concise history, need statement, benefits to groups served, services and providers)

The State MCH Branch has made the option to match County ad valorem dollars for designated perinatal activities to match federal dollars. This is an augmentation to the annual MCH block grant. The grant activities include the coordination of the CPSP (Margolin) program, provision of technical assistance to CPSP providers and quality assurance services.

III. Outcomes/Objectives:

The grant objectives is to maintain a CPSP program, and to increase access to comprehensive perinatal care for low-income residents. The augmentation will replace County dollars freeing those funds for other needs.

IV. Effects of Reduction or Termination of These Funds:

Without the augmentation - County dollars could not be freed for other uses.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	\$99,500	\$186,746	\$ 23,689	210,435	11,598	
Personnel	99,500	165,271	22,798	182,725	11,598	
Equipment	0	0	0	0	0	
Contract Svc.	0	12,000	0	13,400	0	
Mat. & Supp.	0	5,975	0	9,719	0	
Facilities/Space	0	0	0	0	0	
Other	0	3,500	0	6,434	0	
Indirect Costs	0	0	891	891	891	

VI. Data Processing

(none included shown)

VII. Personnel

F/T CSC	0	0	0	0	.35
P/T CSC	0	2	.05	2.5	0
Contractual	0	.05	.30	.30	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
County ad valorem

Will grant funded employees be retained after this grant terminates? If so, How?  
No

VIII. Contractual Services: Open Bid X Sole Source                      (If sole source, attach Request for Exception Form)

Item 31 - File 146-91-27

**Department:** Department of Public Health (DPH),  
Community Public Health Services (CPHS)

**Item:** Resolution authorizing the Department of Public Health to  
apply for a new private grant.

**Grant Amount:** \$150,000

**Source of Funds:** National Fetal-Infant Mortality Review Program

**Grant Period:** Funding would be for a three-year period (specific grant  
period unknown at this time).

**Project:** Community-Based Fetal - Infant Mortality Review

**Project Description:** The proposed grant would be used by CPHS, Family Health to  
enhance its community-based fetal-infant mortality review  
program by concentrating on perinatal and infant mortality  
in high-risk populations. The program would undertake a  
closer examination of the causes and possible solutions to  
fetal and infant mortality in these populations. CPHS,  
Family Health currently participates in an infant mortality  
review panel composed of members of the Probation  
Department, Coroner's Office and the Department of Social  
Services.

**Required Match:** In-kind match (specific amount, as yet, undetermined)

**Indirect Costs:** Up to 5% of the total grant amount

**Comments:**

1. As of the writing of this report, the DPH was unable to  
provide budget details or specific information regarding  
project staff for the application of this private grant. The  
DPH reports that a detailed budget for expenditure of these  
grant funds along with staffing details and the amounts of  
the local match and indirect costs will be made available  
when the Department submits its request to the Board of  
Supervisors to accept and expend these grant funds.
2. The DPH advises that the Department was not notified  
regarding the availability of these grant funds until March 8,  
1991. The Department reports that the deadline for the  
submission of the application for the proposed grant funds is  
March 29, 1991. As such, the application will be submitted  
prior to the Board of Supervisors taking action on the  
proposed resolution. Therefore, the proposed resolution

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should be amended to authorize the DPH to apply for this grant retroactively.

**Recommendation:** Amend the proposed resolution to authorize the DPH to apply for this grant retroactively and approve the resolution as amended.

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Item 32 - File 146-91-28

**Department:** Department of Public Health (DPH),  
San Francisco General Hospital (SFGH)

**Item:** Resolution authorizing the Department of Public Health to  
apply for a Ford Foundation and Harvard University John  
F. Kennedy School of Government award.

**Amount:** \$100,000

**Source of Funds:** Innovations Project, Taubman Center for State and Local  
Government (a program of the Ford Foundation and the  
Harvard University John F. Kennedy School of  
Government).

**Term:** Award would be made in Fall, 1991 (the award would not be  
for a specific term).

**Project:** Grandparents Who Care – Support and Advocacy Program

**Project Description:** The Grandparents Who Care – Support and Advocacy  
Program which is administered by DPH, provides a  
supportive environment for extended family members who  
have assumed responsibility of raising children whose  
parents are addicted to drugs and/or alcohol, mentally ill or  
incarcerated. Specific services provided by the Program  
include, (1) weekly support group meetings facilitated by a  
registered nurse, social workers, a licensed therapist and a  
physician and (2) serving as a client advocate before City  
agencies, the justice and educational systems and City,  
State and Federal policy makers. The client population  
primarily includes middle aged to elderly Black women  
who are referred by City health clinics and a variety of  
public and private social service agencies. The Program  
serves approximately 75 clients annually.

**Comments:** 1. The DPH reports that in 1985 the Ford Foundation, in  
collaboration with the Kennedy School of Government at  
Harvard University, established the Innovations Project,  
Taubman Center for State and Local Government, a  
national awards program, to identify, reward and publicly  
recognize exemplary innovations in State and local  
governments. In July of each year, the Project's National  
Committee selects ten programs, from a pool of applicants,  
to receive one-time Ford Foundation awards of \$100,000  
each. These awards may be used to advance the goals of  
each award-winning program and to encourage its  
replication in other states and communities. These awards

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differ from Federal and State grants in that they may be used very flexibly by the recipients.

2. The DPH advises that the Grandparents Who Care - Support and Advocacy Program is currently operating primarily on the basis of in-kind contributions from DPH and the Department of Social Services (DSS). The program has a total of approximately \$35,000 of in-kind services budgeted for FY 1990-91. In addition to the in-kind services, DPH reports that the program was funded by private donations totalling \$20,000 over the last two years.

3. As of the writing of this report, the DPH was unable to provide budget details (including indirect costs) or specific information regarding staff for the application for this proposed award. The DPH reports that a detailed budget for expenditure of this award along with staffing details will be made available when the Department submits its request to the Board of Supervisors to accept and expend this award. Ms. Sue Trupin of the DPH advises that the proposed award would be used in general to enhance support group services, to perform networking in order to create greater program exposure aimed at replicating the program, and to secure additional sources of funding for the program.

4. The DPH advises that the Department was not notified that it was eligible to submit an application for the proposed award until March 7, 1991. The Department reports that the deadline for the submission of the application for the proposed award is March 29, 1991. As such, the application will be submitted prior to the Board of Supervisors taking action on the proposed resolution. Therefore, the proposed resolution should be amended to authorize the DPH to apply for this award on a retroactive basis.

**Recommendation:** Amend the proposed resolution to authorize the DPH to apply for this award retroactively and approve the resolution as amended.

Item 33 - File 146-91-29

**Department:** Department of Public Health (DPH),  
Division of Mental Health, Substance Abuse and Forensics  
(DMHSF)

**Item:** Resolution authorizing the Department of Public Health to  
apply for a Ford Foundation, and Harvard University, John  
F. Kennedy School of Government award.

**Amount:** \$100,000

**Source of Funds:** Innovations Project, Taubman Center for State and Local  
Government (a program of the Ford Foundation and the  
Harvard University, John F. Kennedy School of  
Government).

**Term:** Award would be made in Fall, 1991 (the award would not be  
for a specific term).

**Project:** Center for Special Problems (Program component for Adult  
Sex Offenders)

**Project Description:** The Center for Special Problems is an outpatient mental  
health treatment center administered by DPH's, Division of  
Mental Health, Substance Abuse and Forensics. The Center  
includes a program component which provides treatment  
services to adult sex offenders as an alternative to  
incarceration. The specific treatment approaches are  
designed to (1) significantly reduce the rate of recidivism for  
adult sexual offenders and to maintain and/or improve the  
safety of the victim and the community while doing so and  
(2) provide significant cost-savings in comparison to  
incarceration as well as an alternative for relieving  
overcrowding in jails. The program serves approximately  
100 unduplicated clients annually.

**Comments:** 1. The DPH reports that in 1985 the Ford Foundation, in  
collaboration with the Kennedy School of Government at  
Harvard University, established the Innovations Project,  
Taubman Center for State and Local Government, a  
national awards program, to identify, reward and publicly  
recognize exemplary innovations in State and local  
governments. In July of each year, the Project's National  
Committee selects ten programs, from a pool of applicants,  
to receive one-time Ford Foundation awards of \$100,000  
each. These awards may be used to advance the goals of  
each award-winning program and to encourage its  
replication in other states and communities. These awards

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

differ from Federal and State grants in that they may be used very flexibly by the recipients.

2. The DPH advises that the program component for adult sex offenders is currently funded by a combination of General Fund monies, Short Doyle funds, Medi-Cal funds, third party payors (insurance) and patient fees. This program component is budgeted for approximately \$285,000 for FY 1990-91.

3. As of the writing of this report, the DPH was unable to provide budget details (including indirect costs) or specific information regarding staff for the application for this proposed award. The DPH reports that a detailed budget for expenditure of this award along with staffing details will be made available when the Department submits its request to the Board of Supervisors to accept and expend this award. Ms. Rinna Flohr of the DPH reports that the proposed award would be used in general to provide program enhancement, staff training and networking, and for the development of promotional and informational materials, brochures and videos.

4. The DPH advises that the Department was not notified that it was eligible to submit an application for the proposed award until March 7, 1991. The Department reports that the deadline for the submission of the application for the proposed award is March 29, 1991. As such, the application will be submitted prior to the Board of Supervisors taking action on the proposed resolution. Therefore, the proposed resolution should be amended to authorize the DPH to apply for this award on a retroactive basis.

**Recommendation:** Amend the proposed resolution to authorize the DPH to apply for this award retroactively and approve the resolution as amended.

Item 34 - File 148-91-6

**Department:** Department of Public Works (DPW)

**Item:** Resolution authorizing the Department of Public Works to apply for, accept and expend a new State grant for providing additional environmental enhancement improvements in the Embarcadero Surface Roadway Project.

**Grant Amount:** \$1,250,000

**Source of Funds:** State of California through the Resources Agency under the Environmental Enhancement and Mitigation Program

**Project Description:** The Board of Supervisors previously approved legislation authorizing the DPW to apply for, accept and expend Federal funds for the final engineering design of the Embarcadero Roadway Project (File 148-90-6). The proposed State grant funds would be used for the planning, design and purchasing of trees to be planted within the right-of-way of the Embarcadero Surface Roadway Project. The DPW hired consultants to perform an urban design study prior to the Embarcadero Surface Roadway Project design phase. The consultants identified and recommended certain trees that would meet the safety and operational needs of the project. The trees would be used to enhance and assist in maintaining or improving air quality in the project area.

**Local Match:** None

**Indirect Costs:** None

**Comment:** As of the writing of this report, the DPW was unable to provide budget details for the expenditure of this grant. Therefore, the proposed legislation should be amended to delete the authorization for DPW to accept and expend these grant funds.

**Recommendation:** Amend the propose resolution to delete the authorization for the DPW to accept and expend this State grant and approve the resolution as amended.





Items 35 and 36 - Files 101-90-29 and 100-90-1.14

**Note:** Item 35, File 101-90-29 was continued at the December 12, 1990 Finance Committee meeting.

**Departments:** Department of Public Health (DPH),  
Community Mental Health (CMH)

**Items:** Hearing to consider the Expanded Planning Advisory Group's Report on the Division of Mental Health, Substance Abuse and Forensic Services in accordance with the Annual Appropriation Ordinance (File 101-90-29).

Release of reserved funds to fund salaries and fringe benefits for administrative sections of the division (File 100-90-1.14).

**Amount:** \$864,315

**Source of Funds:** Previously appropriated General Fund monies reserved in FY 1990-91

**Description:** The Finance Committee of the Board of Supervisors requested that an Expanded Planning Advisory Group (EPAG) be convened to prepare a report on how the Division of Mental Health Substance Abuse and Forensic Services (DMSF) can best provide programs and services in FY 1991-92 in view of the anticipated further reduction in Federal and State funding for mental health, substance abuse and forensic services.

During the FY 1990-91 budget process, the Finance Committee recommended that \$1,728,631 included in the Department of Public Health's budget request, to fund salaries and fringe benefits for administrative sections (Central Management and Business and Operations Support) of the Community Mental Health Division, be placed on reserve. The Finance Committee placed these funds on reserve pending the preparation of the Expanded Planning Advisory Group (EPAG) report.

The EPAG's completed report was submitted to the Finance Committee on November 26, 1990 and was considered by the Finance Committee at their December 12, 1990, committee meeting. Summaries of the EPAG recommendations contained in that report and DMSF's responses are attached (Attachment I). The Board of Supervisors released one-half of the \$1,728,631 in reserved funds in December, 1991, (File 100-90-1.7) based on submission of the EPAG report and continued to reserve the \$864,315 balance (\$1,728,631 less

\$864,316) pending another report from EPAG. According to the legislation, the second EPAG report was due by March, 1991, and was to represent the views of all EPAG parties regarding the planning and budgetary process for the Division of Mental Health, Substance Abuse and Forensic Services for fiscal year 1991-92.

DPH is now requesting the release of the \$864,315 in reserved funds for salaries and fringe benefits for the period from April 1 through June 30, 1991 and submits the attached letter (Attachment 2) to support the proposed release of reserve. Although the previous legislation (File 100-90-1.7) that continued the reserve which is the subject of this item requires a second report from EPAG, DPH indicates that in response to the Health Commission, a Consumer Task Force of the Mental Health Advisory Board (MHAB) has been established, and that the EPAG is no longer in existence. DPH further reports that the actions summarized in their letter meet the "spirit" of the Board of Supervisors requirement for a second EPAG report. The Mental Health Advisory Board has also submitted a letter (Attachment 3) supporting the proposed release of reserve.

**Comment:**

The DPH letter (Attachment 2) requests the release of reserve funds totalling \$868,812 (\$697,104 for salaries and \$171,708 for fringe benefits). The proposed release of reserve indicates an amount of \$864,315, a difference of \$4,497. Based on updated information provided through the Controller's Office, the amount actually remaining on reserve is \$861,774. The Controller's Office further indicates that the Controller's Office cannot release an amount greater than the amount actually on reserve.

**Recommendation:** Approval of the proposed release of reserved funds is a policy matter for the Board of Supervisors.

Summary of EPAG Recommendations :

- Establish the EPAG as an on-going advisory and planning group representing mental health constituents and stakeholders.
- The Group would be advisory to the Deputy Director of Health for DMSF.
- The major role of the group would be to assist the Department to develop consensus among all stakeholders and arrive at recommendations all can support about priorities, the Strategic Plan implementation, program restructuring, the budget, etc.
- The group would include constituencies from the substance abuse and forensics sections of the department.
- The EPAG should operate through a steering committee, which would include members who would be elected from the constituencies. It was decided that the original PAG be convened by the Department, and that the original group consider the inclusion of other constituencies.
- The Division should advocate for more funding;
- The department should prioritize the budget by needs,
- Information should be made available in a timely manner to the EPAG;
- Budget priorities, program changes and reductions should be freely discussed with the EPAG and with those agencies effected in order to stimulate discussion of options.
- Administration should be reviewed for cuts prior to making service cuts.
- The EPAG should assist the department in developing standards for cultural competency, consumer guided, and community based programs, that they review the Strategic Plan to determine areas which should be implemented.
- Training should be a priority.

## SUMMARY OF DMSF RESPONSE TO EPAG REPORT

- That the EPAG be re-constituted as a Mental Health Providers Advisory Committee for the purposes of providing input to the Department on the provision of mental health services in San Francisco;
- That the EPAG work through the Mental Health Advisory Board and use the MHAB process for input, community hearings, and reports;
- That the Substance Abuse, and Forensics sections of the Department continue its planning and input process as already established, and not be a formal part of the EPAG;
- That the EPAG provide input on the Department's efforts to shift toward a rehabilitation model of care for mental health;
- That the structure of the EPAG be developed to maximize efficiency and productivity, which may require a limit on the number of members on the steering committee;
- That town hall meetings be held to inform and discuss future trends and issues regarding mental health;
- That the department continue to maximize its funding from third party sources, and seek grant funding whenever possible;
- That the department develop its budget based on a balance of prioritized need and budget constraints;
- That the EPAG use current administrative support available through the MHAB;
- That administrative support in DMSF be maintained at the current level;
- That the department work to increase professional training opportunities for its providers.



March 13, 1991

The Honorable Jim Gonzalez, Chair and  
Members of the Finance Committee  
San Francisco Board of Supervisors  
City Hall, Room 235  
San Francisco, CA 94102

Through: Raymond J. Baxter, Ph.D. *RB*  
Director of Health

Re: Release of Reserve Funds for Community Mental Health--  
Dept. 87, Div. 21, Sect. 00 and Div. 22, Sect. 00

Dear Supervisor Gonzalez:

We request the release of the remaining funds on reserve in the administrative account of Community Mental Health Services for Fiscal Year 1990-91.

Since the Expanded Planning Advisory Group presented its report to the Health Commission and to the Finance Committee last December, we have taken a number of actions to put in place a planning and budgetary process for Fiscal Year 1991-92. The process allows for input and participation by all the stakeholders in the system. We believe these actions are responsive to the requirements and spirit of the Board of Supervisors Resolution No. 1012-90 (File No. 100-90-1.7). The specific actions we have taken are described below.

1. Mental Health Providers Advisory Committee (MHPAC). The Mental Health Advisory Board has moved ahead to form the advisory group as called for in Health Commission Resolution No. 38-90. The MHAB held an open meeting with all interested providers on January 2, 1991 to solicit input about how the group should be structured. Based on this input, the MHAB has developed proposals, and a planning meeting to discuss these proposals is scheduled for March 29, 1991 with selected individuals, including some key participants in the Expanded Planning Advisory Group. The MHAB is preparing their own report on the MHPAC which will be sent to you as soon as it is completed.
2. Consumer Task Force of MHAB. Prior to the EPAG activities in 1990, the MHAB had been discussing mechanisms to increase the consumer input and influence in the system. The MHAB decided to establish a Consumer Task Force. The intention of the MHAB was to provide the initial vehicle for this task force to get started, but to yield control of the task force to the



J: Gonzalez  
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membership as soon as possible. The MHAB held two meetings on January 30, 1990 and March 5, 1991. At the March 5, 1991 meeting, DMSF Administrative representatives reviewed with the task force the Division's guidelines for dealing with the large projected deficits for FY91-92. The Task Force made several suggestions for important revisions to this document. These suggestions were presented to the MHAB as actions items and were adopted by the MHAB at the regular meeting on March 13, 1990. These suggestions have now been incorporated into the DMSF guidelines to be used for making budget reductions.

3. Staff Planning Retreats. The DMSF Administration conducted a series of three staff planning retreats in January, 1991 which were focused on the adult mental health system. The topics of the retreats were: (1) the interface between acute and community mental health services; (2) the interface between the mental health and substance abuse systems; and (3) budget strategies. These retreats were well attended and involved civil service and contract program directors and DMSF administrators. Each retreat generated many ideas for system development and areas in need of work which were prioritized. The high priority items from each retreat were condensed into a single list which was then sent to all CMHS and CSAS programs, as well as all retreat participants who ranked these items and indicated those on which they would like to work. The results of this survey will be reviewed by DMSF Administration during the week of March 18, 1991 and appropriate follow-up actions will be implemented.

Two retreats have also been scheduled to study children's mental health issues. The first retreat is on April 22, 1991 and will analyze the current service system in terms of its capacity to meet the needs of the target population of high risk children. The second retreat will be scheduled for the between May 1, 1991 and May 15, 1991 and will examine successful models of care which are available in terms of their applicability to San Francisco. The results of these retreats will also be reviewed by DMSF administration early in the month of June, 1991 for appropriate follow-up.

4. Budget Development Committee. I have formed a special budget development committee to work with my managers and me to develop the best possible budget and action plan for FY91-92 given the anticipated large budget cuts. The group consists of managers, program directors, contractors' representatives, minority task force representatives, consumer task force representatives, and an MHAB member. This committee met on December 27, 1990, January 3, March 5, and March 19, 1991. The group will continue to meet as necessary through the next several months. In December, 1990, I also directed all of my section directors to establish a process for obtaining input from their program directors and line staff regarding budget reduction criteria or guidelines and ideas for reducing costs or increasing revenues.



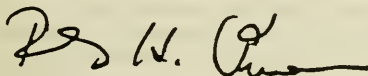
J. Gonzalez  
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5. Town Hall Meetings. In order to keep everyone as informed as possible on budget developments and to obtain input and reactions from the widest possible audience, I have been holding a series of town hall meetings. Meetings have occurred on December 12, 1990 and January 14, 1991.
6. Unions. I have had one meeting with Union representatives on March 13, 1991, and will schedule others as budget developments necessitate.

Based on the Department's continuing commitment to involve consumers, advisory board members, providers, staff, and members of the general public in the planning and budget process, I request that the reserve on the salary funds in CMHS be released. These reserves are \$51,669 in permanent salaries and \$7,957 in mandatory fringe benefits in Dept. 87, Div. 21, Sect. 00 (Central Management); and \$645,435 in permanent salaries and \$163,751 in mandatory fringe benefits in Dept. 87, Div. 22, Sect. 00 (Business and Operations).

I am available to answer any questions you may have concerning this matter.

Sincerely,



Reiko H. True, PhD  
Deputy Director for Mental Health, Substance Abuse  
and Forensic Services

cc: Richard Sanchez, MD  
President, Health Commission



MENTAL HEALTH ADVISORY BOARD OF SAN FRANCISCO

1380 HOWARD STREET, ROOM 450, SAN FRANCISCO, CA 94103

415 - 255 - 3474

March 18, 1991

TO: The Hon. Jim Gonzalez, Chair  
Finance Committee, Board of Supervisors

FROM: Everett P. Brandon, Chair *Everett P. Brandon*

SUBJECT: REPORT ON THE ESTABLISHMENT OF AN ADVISORY  
COMMITTEE OF MENTAL HEALTH PROVIDERS

We understand that the Finance Committee will be considering the release of reserve funds for the Division of Mental Health, Substance Abuse and Forensic Services on March 27. In this connection, the Division has requested that we report directly to the Committee on our activities relating to Board of Supervisors Resolution No. 1012-90.

The Mental Health Advisory Board has been moving forward to establish an advisory committee of mental health providers, who will participate in the planning for needed changes in and restructuring of the mental health system, as called for in the Health Commission Resolution No. 38-90.

An open meeting was held with all interested providers on January 2, 1991, in order to hear their thinking on the possible scope and structure of the group, and the best way to proceed.

Based on this input and the recommendations of our Planning & Policy Committee, the Board authorized establishment of a Providers' Task Force. Two of the MHAB's provider members were designated to help establish the group and to serve as liaisons to the MHAB.

These two MHAB members met with representatives from the Division's Planning & Evaluation Unit to develop a procedure for selection of Task Force members. Given the structure of the mental health system and the large number of contract and civil service providers, it was agreed that it is impractical for members to be selected by, or to respond directly to identified constituent groups. The goal, however, is to establish a working group of 10-12 persons who collectively are reflective of

both the various levels and modes of service and the population characteristics of the City and the clients served by CMHS.

Administrative and line staff in all civil service and contract mental health programs have been notified of the intention to establish the Provider Task Force, and persons who are interested in serving on this group have been encouraged to submit applications to the MHAB. On March 29, the MHAB representatives will meet with a small group from the original Planning Advisory Group for the Strategic Plan, and the EPAG (established by Board of Supervisors resolution), and with their help and consultation, will establish guidelines and do the first round of selection of members.

As stated above, the goal is to establish a group whose members will be as representative as possible of the various levels and modes of service within CMHS and of the population of the City and the clients served by CMHS. We are using the name of Providers' Task Force, to be consistent with the Consumers' Task Force, already established by the MHAB for the purpose of providing input into planning by direct consumers and their family members.

Discussions continue with the Division regarding the ways in which these groups will participate in the mental health planning activities of DMSF.

The MHAB authorized establishment of the Providers' Task Force for a period of 12 months. It is our intention to evaluate the group at that time to determine whether it should continue as established; continue with a change in structure or focus; or whether the group is no longer needed.

copy to: The Hon. Doris Ward, President  
Board of Supervisors  
The Hon. Richard Sanchez, M.D., President  
Health Commission  
Raymond J. Baxter, Ph.D., Director  
of Health, Dept. of Public Health  
Reiko H. True, Ph.D., Deputy Director of  
Health for Mental Health, DMSF



Item 37 - File 101-90-10.2

**Department:** Asian Art Museum (AAM)

**Item:** Request a release of reserved Earthquake Safety Bond funds to commence the predesign study and design phases of seismic improvements to the existing Main Library.

**Amount:** \$1,357,365

**Source of Funds:** Earthquake Safety Bond Funds

**Description:** In September, 1990, the Board of Supervisors approved the first bond sale appropriation request of \$18,927,166 for Phase I of the Earthquake Safety Program (File 101-90-10). Of the \$18,927,166 approved, \$6,756,266 was placed on reserve subject to release by the Finance Committee. The Asian Art Museum's share of this \$6,756,266 in reserve was \$1,357,365 for the predesign study and design phases of seismic improvements to the existing Main Public Library which is to be renovated to serve as the "Asian at the Civic Center." The \$1,357,365 was placed on reserve pending selection of design and engineering consultants, a budget for the contract hours, and the MBE/WBE/LBE status of the contractors.

The Asian Art Museum is now requesting a release of the \$1,357,365 in reserved funds. The Asian Art Museum selected an engineering firm through a Request For Qualifications (RFQ) process. A total of 27 firms were sent notices informing them of the RFQ. Of the firms notified, 11 firms submitted their qualifications to the Asian Art Museum. After interviewing and reviewing the top four firms, Rutherford and Chekene, an LBE firm, was selected for the job. Rutherford and Chekene is neither a MBE nor a WBE firm. Rutherford and Chekene intend to subcontract eight percent of the contract to Michael Willis and Associates, a City certified MBE firm and five percent to Pegasus Engineering Inc., a City certified WBE firm.

The Asian Art Museum also proposes to sole source with Lindvall, Richter & Associates, who is neither an MBE or WBE firm, for the peer review of the primary contractor due to their unique experience in the design of earthquake resistant structures with the emphasis on protecting fragile and valuable objects. The Human Rights Commission (HRC) has not yet approved Lindvall, Richter & Associates as a sole source contractor for the peer review of the primary contractor.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Project Budget:**

<u>Predesign</u>	<u>Total Cost Per Hour</u>	<u>Hours</u>	<u>Amount</u>
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AAM Management (05/1/90 - 01/31/91)

Project Manager	\$48	73	\$3,523
Consultant	85	30	2,544
Operations Mgr	24	85	2,070
Planning Assistant	14	50	694
Printing & Messenger Svcs			810
Meeting lunches			<u>662</u>
Subtotal			10,303

AAM Management (02/01/91 - 12/31/91)

Consultant	\$85	288	\$24,480
Planning Assistant	15	264	3,955
10% Contingency fee			2,825
Printing & Messenger			1,430
Meeting Lunches			<u>1,650</u>
Subtotal			34,340

Subtotal AAM Management			\$44,643
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Rutherford & Chekene

Establish Criteria	\$75	80	\$6,000
Seismic Analysis	61	580	35,500
Seismic Isolation	66	120	8,000
Masonry Investigation	75	40	3,000
Collection Protection	75	40	3,000
Foundation			
Investigation	72	160	11,500
Reports/Drawings	62	680	42,000
Cost Estimating	75	20	1,500
Project			
Administration	75	200	15,000
Operational Costs			22,500
Contingency fee			
(9% of contractors			
and subcontractors)			<u>27,460</u>
Subtotal			\$175,460

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<u>Predesign</u>	<u>Total Cost Per Hour</u>	<u>Hours</u>	<u>Amount</u>
<u>Subcontractors</u>			
Charles Kircher	\$115	208	\$23,920
Bob Nigbor	105	308	32,340
Pegasus Engineer	100	150	15,000
Schwain Christenson			35,000
Adamson Associates			15,000
Michael Willis	80	146	<u>11,680</u>
Subtotal			\$132,940
<u>Lindvall Richter &amp; Associates</u>			
Avg Staff Time	\$125	226	\$28,250
10 trips (airfare, food, hotel, auto rental)			8,000
10% Contingency fee			<u>3,625</u>
Subtotal			\$39,875
Subtotal Predesign			\$403,221
<u>Design</u>			
*AAM Management			\$66,698
Architect ( approximately 10% of the cost of construction)			<u>887,447</u>
Subtotal Design			\$954,145
Total			\$1,357,366

\* Includes a 10 percent contingency fee.

**Comment:**

The Budget Analyst has not had sufficient time to prepare a complete analysis of the proposed resolution. As such, the Budget Analyst recommends that the \$1,357,365 in reserved funds remain on reserve for one week to allow adequate time to prepare a complete analysis.

**Recommendation:** Continue to reserve the \$1,357,365 for one week.



Item 38 - File 51-90-4.2

The proposed item would transmit the claims of employees of various City departments for the cost of their personal property which has been damaged and/or stolen in the line of duty.

The specific claims included in the proposed item are claims which the Controller previously recommended for non-payment and include the following:

<u>Department/Claimant</u>	<u>Item</u>	<u>Amount Claimed</u>	<u>Amount Controller Recommended</u>
<u>Assessor</u>			
Ma Patria O. Desales	Stolen Shoes	\$24.99	\$0
<u>Municipal Railway</u>			
Mark Sangervasi	Stolen Tools	601.84	0
<u>Department of Public Works</u>			
Mario Escalona	Stolen leather jacket & eyeglasses	515.35	0
<u>Recreation and Park Department</u>			
Anthony Singleton	Damaged Auto	250.00	0
Monica Soriano	Stolen Purse & contents	75.00	0
Alan Feinberg	Damaged clothing, watch & sunglasses	197.00	0
Ray A. Ramirez	Stolen item from auto typewriter, sports bag, clothes, checkbook & cash	535.52	0
<u>Department of Social Services</u>			
Lucia Waliwat	Damaged auto	209.93	0
Salvador Menjivar	Broken eyeglasses	<u>171.00</u>	<u>0</u>
Total		\$2,580.63	\$0

Comments

At the March 13, 1991 Finance Committee meeting, the Committee severed those claims which the Controller recommended for zero reimbursement from those claims recommended for partial or full reimbursement. The Finance Committee addressed the claims recommended for partial or full reimbursement on March 20, 1991. The proposed item that is currently before the Finance Committee are only those zero recommended claims.

Memo to Finance Committee  
March 27, 1991

**Recommendation**

Approval of the proposed item is a policy matter for the Board of Supervisors. If the Committee wishes to approve these claims, a resolution should be prepared in and reported out of Committee to authorize the payment of various claims totalling the amount recommended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Item 39 - File 138-90-2.1

**Department:** District Attorney

**Item:** Resolution authorizing the District Attorney to expend a State grant.

**Grant Amount:** \$141,460

**Source of Grant:** Office of the Attorney General

**Term of Grant:** August 1, 1990 through June 30, 1993

**Project:** Child Victim Witness Investigative Pilot Project

**Description:** The Board of Supervisors authorized the District Attorney's Office to apply for and accept the proposed grant on June 18, 1990 (Resolution 466-90). The proposed Child Victim Witness Investigative Pilot Project is one of three demonstration projects chosen by the Attorney General's Office to develop, deliver, and evaluate a comprehensive, multi-disciplinary approach to the investigation of child sexual abuse. The goals of the proposed Child Victim Witness Investigative Pilot Project are to reduce trauma to the child and improve the truth finding process by reducing the number of interviews and interviewers, developing trained experts in interviewing children, and videotaping interviews of child sexual abuse victims.

**Comment:** The Budget Analyst has not had sufficient time to prepare a complete analysis of the proposed resolution. As such, the Budget Analyst recommends that the proposed resolution be continued for one week.

**Recommendation:** Continue the proposed resolution for one week.





Item 40 - File 79-91-1

1. The proposed resolution would (1) approve an amendment to the 1991 Community Development Program and Housing Assistance Plan, (2) authorize the Mayor to apply for, receive and expend \$1,936,000 in additional entitlement funds, (3) transfer \$381,826 from contingencies under the 1991 Community Development Block Grant Program (CDBG), (4) approve Addendum 1 to the expenditure schedule for recipient departments and agencies and for indirect cost, (5) determine that no environmental evaluation is required and (6) authorize that CDBG funds allocated in excess of \$20,133,953 for the 1991 CDBG program be deposited into the 1991 CDBG program contingency fund.

2. The Board of Supervisors previously approved the 1991 Community Development Program and Housing Assistance Plan, along with program contracts and expenditure schedules and authorized the expenditure of up to \$18,071,076 in CDBG program funds for 1991 (File 79-90-4). The Mayor's Office of Community Development (MOCD) now reports that the City has been allocated an additional \$1,936,000 in CDBG program funds for 1991. The proposed resolution would authorize the MOCD to apply for, receive and expend \$1,936,000 in additional CDBG program funds and would approve an amendment to the 1991 Community Development Program and Housing Assistance Plan to allocate additional program funds. Additionally, the proposed resolution would transfer \$381,826 from contingencies under the 1991 CDBG program. The \$381,826 from contingencies plus the proposed \$1,936,000 CDBG allocation would bring the total additional amount available for expenditure for the 1991 CDBG program to \$2,317,826. The MOCD is proposing to expend the \$2,317,826 (see attached for explanations of expenditures) in the following program categories:

<u>Program</u>	<u>Amount</u>
Site Acquisition Pool (funds to acquire housing buildings and sites for construction of housing)	\$800,000
Community Housing Rehabilitation Program	500,000
Homeless Program Pool	300,000
Facilities Emergency Relief Grant Program	25,000
Disability Access Upgrade Fund	400,000
Housing Counseling Program Administration: Central American Refugee Center	28,468
Public Services: Third Baptist Church Refugee Program	20,000

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Community Facilities Rehabilitation:	205,000
Youth Advocates	10,000
Mount St. Joseph - St. Elizabeth	20,000
Bay View Hunters Point Foundation for Community Improvement	25,000
Genesis Church & Ecumenical Center	15,000
Mayor's Office of Housing (Poly High School)	40,000
Donaldina Cameron House	25,000
Potrero Hill Neighborhood House	25,000
YWCA of San Francisco (Western Addition)	3,000
Bayview Hunters Point Senior Center	10,000
Visitation Valley Community Center	26,000
Volunteers of America	6,000
Controller's Office - (funds for indirect costs)	10,000
Contingencies	<u>29,358</u>
	\$2,317,826

### Comments

1. The MOCD reports that the Citizen's Committee on Community Development held public meetings in January and February, 1991 on the proposed amendment to the Community Development Program and Housing Assistance Plan. According to MOCD, the Committee, in recognition of the fact that the proposed \$1,936,000 in CDBG funds would most likely be one-time funding, agreed that the funds should be used for one-time capital projects, as well as for homeless programs and housing programs, because of the demonstrated need for those programs.

2. The proposed resolution would authorize that any CDBG funds that are allocated to the 1991 CDBG program in this allocation that are in excess of \$20,133,953, would be received and deposited into the 1991 CDBG program contingency fund. Mr. Bernhard Gunther of the MOCD reports that the \$20,133,953 amount is incorrect and should be \$1,936,000 instead. Therefore, the proposed resolution should be amended to authorize that CDBG funds allocated in excess of \$1,936,000, instead of \$20,133,953, be received and deposited into the 1991 CDBG program contingency fund. Mr. Gunther advises that the Department anticipates that the CDBG additional allocation will be in the amount of

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

\$1,936,000. However should the allocation amount exceed the \$1,936,000, this proposed provision would permit any additional monies to be placed in the CDBG contingency fund.

3. The MOCD reports that the Department of City Planning has prepared a Preliminary Environmental Record on the amended Community Development Program and Housing Assistance Plan. However, the Department has not, as yet, finalized its environmental review of the amended plan. The MOCD advises that the Department of City Planning will follow all procedural provisions to ensure that all projects are in compliance with applicable State and Federal provisions and requirements. Since the Department of City Planning has not completed its environmental review of the amended plan, the proposed resolution should be amended to delete reference to "determining no environmental evaluation is required."

4. As of the writing of this report, the MOCD was unable to provide budget details on the following programs:

Site Acquisition Pool	\$800,000
Community Housing Rehabilitation Program	500,000
Homeless Program Pool	300,000
Facilities Emergency Relief Grant Program	25,000
Disability Access Upgrade Fund	400,000
Central American Refugee Center	28,468
Third Baptist Church Refugee Program	20,000
	<hr/> \$2,073,468

5. Since the MOCD is unable to provide budget details, at this time, on the above noted programs, the Budget Analyst recommends that the entire \$2,102,826, designated for these programs be placed on reserve, pending the provision of such budget details.

6. Mr. Gunther reports that the CDBG program currently has \$50,000 budgeted for indirect costs. Mr. Gunther advises that the additional \$10,000 which is designated for indirect costs, would bring the total amount budgeted to \$60,000, in accordance with guidelines provided by the Controller's Office.

### Recommendations

1. Amend the proposed resolution to authorize that CDBG funds allocated in excess of \$1,936,000, instead of \$20,133,953, be received and deposited into the 1991 CDBG program contingency fund.

2. Amend the proposed resolution to delete reference to "determining no environmental evaluation is required".

**BOARD OF SUPERVISORS**  
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3. Amend the proposed resolution to place \$2,073,468 on reserve pending the MOCD's provision of budget details on the following programs: Site Acquisition Pool (\$800,000); Community Housing Rehabilitation Program (\$500,000); Homeless Pool (\$300,000); Facilities Emergency Relief Grant Program (\$25,000); Disability Access Upgrade Fund (\$400,000); Central American Refugee Center (\$28,468); and Third Baptist Church Refugee Program (\$20,000).

4. Approve the proposed resolution as amended.

## 1991 COMMUNITY DEVELOPMENT PROGRAM

## ADDENDUM NUMBER 1

## EXPENDITURE SCHEDULE

Fund: 03-217Index Code: 324137Project: 203-30DESCRIPTIONAMOUNT

SITE ACQUISITION POOL

\$800,000

EXPLANATION

The Site acquisition Pool provides funds to acquire sites for new construction and existing buildings. The Mayor's Office of Housing is currently aware of potential new construction projects totalling in excess of \$3,500,000. These projects would produce 103 SROs, 33 family rentals, and 60 family homeownership units.

In addition, a separate pipeline of acquisition and rehabilitation projects consists of housing for individuals with AIDS, transitional housing for the homeless, and permanent rental housing. This list of potential projects totals in excess of \$2,600,000 and will add over 78 units. To rehabilitate these structures, site acquisition funds are combined with Community Housing Rehabilitation Program (CHRP) funds, Rental Rehabilitation Program funds, and State funds.

The current 1991 Community Development Program includes \$2,420,000 for site acquisition, the additional \$800,000 would allow The City to undertake additional projects which would increase the supply of affordable housing and housing for specific populations (the homeless, persons with AIDS, etc.).

## 1991 COMMUNITY DEVELOPMENT PROGRAM

## ADDENDUM NUMBER 1

## EXPENDITURE SCHEDULE

Fund: 03-217Index Code: 324137Project: 103-30DESCRIPTIONAMOUNT

COMMUNITY HOUSING REHABILITATION PROGRAM

\$500,000

EXPLANATION

The existing Community Housing Rehabilitation Program (CHRP) Pool will be expanded by \$500,000 to allow for CHRP loans to Board and Care Homes and the Citywide Program for Seniors. The additional funding for CHRP will also reduce the impact of fewer Rental Rehab Program funds The City is receiving.

The increase will also enable the ability of Housing Development Corporations to rehab their low income rental units this year.



## 1991 COMMUNITY DEVELOPMENT PROGRAM

## ADDENDUM NUMBER 1

## EXPENDITURE SCHEDULE

Fund: 03-217Index Code: 324129Project: 208-30DESCRIPTIONAMOUNT

HOMELESS PROGRAM POOL

\$300,000

EXPLANATION

The 1991 Community Development Program includes \$200,000 in the Homeless Program Pool. These additional funds would increase the level of funding for Homeless projects and services to the \$500,000 level of funding needed for a detoxification center and other programs to meet the needs of the homeless population.

## 1991 COMMUNITY DEVELOPMENT PROGRAM

## ADDENDUM NUMBER 1

## EXPENDITURE SCHEDULE

Fund: 03-217Index Code: 324129Project: 318-30DESCRIPTIONAMOUNT

FACILITIES EMERGENCY RELIEF GRANT PROGRAM

\$25,000

EXPLANATION

The Facility Emergency Relief Grant Program will provide matching funds up to \$10,000 per agency to assist existing neighborhood centers to correct serious code violation problems resulting from documented inspections by licensing or public agencies, and requiring immediate correction or cessation of services.

## 1991 COMMUNITY DEVELOPMENT PROGRAM

## ADDENDUM NUMBER 1

## EXPENDITURE SCHEDULE

Fund: 03-217Index Code: 324129Project: 308-30DESCRIPTIONAMOUNT

DISABILITY ACCESS UPGRADE FUND

\$400,000

EXPLANATION

Section 504 of the Rehabilitation Act requires that localities receiving federal funding make its programs and services accessible to people with disabilities. This Disability Access Upgrade Fund is designed to establish a facility rehabilitation fund for the purpose of providing disability access modifications to facilities providing services through the Community Development Block Grant Program. These funds would be available to all non-profit corporations approved as part of the 1991 Community Development Program.

The intention of this Fund would be to assist with bringing San Francisco's Community Development Program into full compliance with Section 504 requirements.

1991 COMMUNITY DEVELOPMENT PROGRAM

ADDENDUM NUMBER 1

EXPENDITURE SCHEDULE

Fund: 03-217

Index Code: 324137

Project: 101-49

DESCRIPTION

AMOUNT

HOUSING COUNSELING PROGRAM ADMINISTRATION

Central American Refugee Center

\$28,468

EXPLANATION

To add a non-profit corporation providing housing services to limited English-speaking Central American refugees. This project was identified by the Board of Supervisors for consideration should additional CDBG Entitlement Funds become available.

## 1991 COMMUNITY DEVELOPMENT PROGRAM

## ADDENDUM NUMBER 1

## EXPENDITURE SCHEDULE

Fund: 03-217Index Code: 324129Project: 301-02DESCRIPTIONAMOUNT

## PUBLIC SERVICES

Third Baptist Church Refugee Program

\$20,000

EXPLANATION

To increase the funding of an existing Public Services agency providing employment services to Ethiopian and Eritrean refugees. This project was identified by the Board of Supervisors for consideration should additional CDBG Entitlement Funds become available.

## 1991 COMMUNITY DEVELOPMENT PROGRAM

## ADDENDUM NUMBER 1

## EXPENDITURE SCHEDULE

Fund: 03-217Index Code: 324129DESCRIPTIONAMOUNT

COMMUNITY FACILITIES REHABILITATION

\$205,000

EXPLANATION

1. Youth Advocates \$10,000  
Project: 317-58  
The additional funds would be used for repair of windows, doors and sidings.
2. Mount St. Joseph - St. Elizabeth \$20,000  
Project: 317-52  
The funding will be used for additional conversion of classroom space to living space for mothers and their infants.
3. BV-HP Foundation for Comm. Improvement \$25,000  
Project: 317-47  
The funding will be used for reorganizing the 1st and 2nd floor space so that all programs can be offered on the first floor (thereby making all services accessible to people with disabilities).
4. Genesis Church & Ecumenical Center \$15,000  
Project: 317-50  
The funding will be used for creating paths of travel to meet handicap access requirements, creating counseling space, installation of carpeting, and additional architectural costs.
5. Mayor's Office of Housing (Poly High School) \$40,000  
Project: 317-30  
The funding will be used for additional electrical and plumbing work in preparation for construction. Renovation and removal of flammable materials will also be undertaken.
6. Donaldina Cameron House \$25,000  
Project: 303-35  
The funding will be used for installation of a wheelchair lift.



1991 COMMUNITY DEVELOPMENT PROGRAM  
ADDENDUM NUMBER 1  
EXPENDITURE SCHEDULEDESCRIPTION

## COMMUNITY FACILITIES REHABILITATION continued

EXPLANATION

7. Potrero Hill Neighborhood House \$25,000  
Project: 303-48  
The funding will be used for additional electrical, plumbing, and carpentry work in renovation of restroom and shower construction.
8. YWCA of San Francisco (Western Addition) \$ 3,000  
Project: 303-55  
The funding will be used for additional exterior dry-rot replacement.
9. Bayview Hunters Point Senior Center \$10,000  
Project: 303-77  
The funding will be used for matching funds to construct a 3rd floor addition to senior center.
10. Visitation Valley Community Center \$ 7,000  
Project: 303-54  
The funding will be used to repair exterior areas of the building, and for additional plumbing work.
11. Visitation Valley Community Center \$19,000  
Project: 303-54  
The funding will be used to repair additional parts of the exterior of the building, for additional plumbing work in the bathroom, and additional electrical work in one classroom.
12. Volunteers of America \$ 6,000  
Project: 317-59  
The funding will be used to repair additional plumbing work and additional repairs.

## 1991 COMMUNITY DEVELOPMENT PROGRAM

## ADDENDUM NUMBER 1

## EXPENDITURE SCHEDULE

Fund: 03-217Index Code: 324129Project: 501-08DESCRIPTIONAMOUNT

CONTROLLER'S OFFICE - INDIRECT COST

\$10,000

EXPLANATION

The 1991 Community Development Program includes \$50,000 in indirect costs for the Controller's Office for expenses related to the Community Development Program.

The additional \$10,000 would increase the amount of funds set aside for the Controller's Office for indirect costs associated with the Community Development Block Grant (CDBG) Program.

1991 COMMUNITY DEVELOPMENT PROGRAM

ADDENDUM NUMBER 1

EXPENDITURE SCHEDULE

Fund: 03-217

Index Code: 324129

Project: 901-99

DESCRIPTION

AMOUNT

CONTINGENCIES

\$29,358

EXPLANATION

Contingency funds can be used to supplement the 1992 Community Development Block Grant Program.



Item 41 - File 65-90-7.1

- Departments:** Mayor's Office of Housing  
Real Estate Department  
County Agricultural Department  
Chief Administrative Officer (CAO)
- Item:** Resolution authorizing and approving form and content of the final Disposition and Development Agreement for Blocks 5731, 5732, 5733, 5733A (Lot 1) and 5734, (Lot 1), commonly known as the Farmer's Market, as provided in Resolution No. 153-91.
- Location:** Intersection of Alemany Boulevard and Putnam Street comprising City blocks 5731, 5732, 5733, 5733-A (Lot 1) and 5734 (Lot 1) and commonly known as the Farmer's Market. That portion of the property that would be developed pursuant to the proposed Agreement is known as the "Housing Site" and is shown in Attachment 1 to this report.
- Term:** 99 years upon completion of the developer's predisposition requirements.
- Annual Rent:** Not yet determined. As stated in the Agreement, "Rent due the City from the developer during the term of the Lease shall be in sufficient amount as determined by the City's Director of Property and the Director of the City's Mayor's Office of Housing to justify the City entering into the Lease, taking into account all social and financial benefits that will be provided to the City by the proposed housing development, but in no event greater than an amount which is feasible for the housing development as indicated by the Financing Plan approved by the City's Director of Property and the Director of the City's Mayor's Office of Housing pursuant to Section 2.07 above."
- Description:** The Board of Supervisors approved Resolution No. 153-91 (File No. 65-90-7) on February 19, 1991, authorizing and approving execution of a Disposition and Development Agreement for Blocks 5731, 5732, 5733, 5733A (Lot 1) and 5734, (Lot 1), commonly known as the Farmer's Market, providing that the final Disposition and Development Agreement shall be approved by the Board of Supervisors.
- The purpose of this proposed final Disposition and Development Agreement is to specify the conditions under which a lease or sale of City property may be entered into between the City and the developer, the Bernal Heights Community Foundation (Bernal), in which it is intended that the housing development and the Farmer's Market will

**BOARD OF SUPERVISORS**  
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coexist. The San Francisco Farmer's Market currently occupies the property.

The proposed Disposition and Development Agreement would not obligate the City to enter into a long-term lease agreement with the Bernal Heights Community Foundation for development of the property.

Salient provisions of the proposed final Disposition and Development Agreement are as follows:

1. The developer has submitted a preliminary proposal to the Mayor's Office of Housing for the development of the Housing Site. That document proposes the subdivision of the property to develop a low and moderate income housing development on a portion of the property, consisting of less than 120 units. The exact configuration and legal description of the site would be determined based upon the design of the housing development, and would be specified by a subdivision or parcel map to be filed after design of the housing development is complete. The portion of the property that is not part of the Housing Site will be retained by the City for use and operation of the Farmer's Market.

2. The proposed Disposition and Development Agreement would require the developer to meet the following conditions within three years of the date of this proposed Agreement or the Agreement may be terminated.

- a. Certificate of Commissioner of Agriculture. Prior to satisfaction of any of the conditions contained in subparagraphs b. through g. below, the Developer shall obtain a certification from the City's Commissioner of Agriculture that he has determined that the physical structure of the proposed housing development will not unreasonably interfere with the operation of the Farmer's Market. The Agreement specifies the exact process the Developer would follow in order to obtain a determination from the City's Commissioner of Agriculture.



b. Site Inspection. The developer would conduct inspections or testing regarding hazardous substances and negotiate with the Director of Property, the Chief Administrative Officer, and the Commissioner of Agriculture regarding any costs of removal. If no agreement is reached, either the City or the Developer may terminate the Agreement. Should the Developer determine that the Housing Site is not suitable for the development of the housing development, the Developer may terminate the Agreement.

c. Subdivision Approval. The Developer would apply for and diligently pursue approval of a subdivision or parcel map subdividing the property into the Housing Site and the Farmer's Market Site based on the schematic plans for the housing development, and subject to approval by the City's Director of Property and Director of the Mayor's Office of Housing.

d. Environmental Review. The developer would submit to the Department of City Planning an Environmental Evaluation of the housing development. Depending on the determination of the Department of City Planning based on the Environmental Evaluation, the developer would agree to cooperate with the City in the preparation of an Environmental Impact Report or a Negative Declaration.

e. City and Other Governmental Approvals. Prior to or promptly following approval by the City of the subdivision or parcel map, the Developer would obtain any additional City or other governmental permits or approvals (other than a building permit) necessary for construction, ownership and operation of the housing development in accordance with the proposed Agreement.

The Developer would obtain any additional City or other governmental permits or approvals (other than a building permit) necessary for construction, ownership and operation of the housing development as a pre-condition to closing of the proposed lease.

f. Financing Plan. The developer would submit for approval by the City's Director of Property and the Director of the Mayor's Office of Housing a Financing Plan evidencing the availability of the funds necessary to construct the housing development.

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g. Building Permit. The Developer would apply for, diligently pursue and obtain issuance of a building permit from the City allowing the construction on the Housing Site as a pre-condition to closing of the proposed lease.

3. During the term of the Lease, the developer would use the Housing Site only for the development, construction, and operation of the housing development, and other ancillary uses including but not limited to child care and neighborhood-serving retail facilities.

4. The developer would make available for occupancy one-third of the total number of housing units to Lower Income Households (as defined below) at Affordable Housing Costs (as defined below). The developer would make available for occupancy two-thirds of the total number of housing units to Very Low Income Households (as defined below) at an Affordable Housing Cost.

5. Lower Income Households would mean households with incomes not exceeding 80 percent of the median income for the San Francisco Standard Metropolitan Statistical Area. Very Low Income Households would mean households with incomes not exceeding 50 percent of Median Income. "Affordable Housing Cost" would mean monthly rental payments equal to one-twelfth of 30 percent of the applicable income limit, adjusted for household size, less a utility allowance, if the housing development is a rental project; and if the project is a for-sale project, monthly mortgage payments, based on interest rates actually available to the purchasing household, which do not exceed one-twelfth of 35 percent of the applicable income limit adjusted for household size, assuming a five percent down payment on the purchase price.

6. The required number of units to be available for occupancy by Lower Income Households and Very Low Income Households shall be occupied and remain affordable to Lower Income Households and Very Low Income Households for a period of 50 years from the date upon which 50 percent of the units in the housing development are initially occupied.

7. The developer would be required to avoid interference with the operation of the Farmer's Market during construction or operation of the housing development. The housing development parking facility and traffic control would be designed to complement operation of the Farmer's Market.

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8. By the mutual agreement of the City and the developer, the City could convey fee title, or sell the Housing Site to the Developer, rather than enter into a long-term lease arrangement. Any future sale or lease of the property would require approval of the Board of Supervisors.

9. The Developer would construct the housing development in accordance with the requirements set forth in the Agreement and any requirements of the lease. The Developer would agree to use its best efforts to construct the platform to support the housing development during the months of December through March, which are the months of lowest activity for the Farmer's Market.

10. The Developer would leave a 60 foot set back between the rear edge of the loading bays of the Farmer's Market stalls and the housing development platform, with certain specific exceptions.

11. The City Commissioner of Agriculture, which presently has jurisdiction over the proposed property, may assign its jurisdiction to any other City department. Any such transfer would require the approval of the Board of Supervisors, as prescribed in Chapter 23, Real Property Transactions, of the Administrative Code.

**Comments:**

1. As previously stated, approval of the Disposition and Development Agreement would not obligate the City to enter into a long-term lease agreement with the Bernal Heights Community Foundation for development of the proposed Housing Site. According to a letter dated November 8, 1990 from the City Attorney's Office to the Clerk of the Board of Supervisors approval of the proposed Disposition and Development Agreement will not grant to the Bernal Heights Community Foundation vested rights to proceed with the development of the housing project. Rather, under the proposed Agreement, the Bernal Heights Community Foundation must still apply for and obtain all necessary regulatory approvals before commencing construction of the project.

2. According to Mr. Joe La Torre of the Mayor's Office of Housing, the current median income for a family of four in the San Francisco Standard Metropolitan Statistical Area (SMSA) is \$45,600. Computations of Affordable Housing Costs for Lower Income Households (not exceeding 80 percent of the median income) and for Very Low Income Households (not exceeding 50 percent of median income) for both rental units and purchased units are shown as follows:

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San Francisco Standard Metropolitan Statistical Area  
Median Income (Family of Four): \$45,600  
Affordable Housing Costs

<u>Low Income</u> <u>(80 percent of median)</u>		<u>Very Low Income</u> <u>(50 percent of median)</u>
\$45,600	Median Income	\$45,600
<u>80%</u>	Income Category Factor	<u>50%</u>
\$36,480	Max. Income	\$22,800
\$912	Max. Monthly Rental Payments <sup>1</sup>	\$570
\$1,064	Max. Monthly Mortgage Payments <sup>2</sup>	\$665

<sup>1</sup> One-twelfth of 30 percent of the applicable income limit, less a utility allowance.

<sup>2</sup> One-twelfth of 35 percent of the applicable income limit, assuming a five percent down payment on the purchase price.

However, Mr. Mark Trotz of the Mayor's Office of Housing reports that the Board of Directors of the Bernal Heights Community Foundation plans to rent all of the units.

3. Mr. Trotz reports that the Bernal Heights Community Foundation was granted an initial \$75,000 pre-development loan and a subsequent \$25,000 loan for a parking and traffic study for a total of \$100,000 from the City-wide Housing Development Fund, a fund administered jointly by the Redevelopment Agency and the Mayor's Office of Housing. Mr. Trotz also reports that the major sources of funding for the development project are as follows:

- a. State Rental Housing Construction Program
- b. Syndication of Federal Low-Income Housing Tax Credits
- c. The San Francisco Redevelopment Agency (Loan of approximately \$1.5 million)
- d. Conventional financing

4. As previously noted, the annual rent due to the City has not yet been determined. However, the proposed amendment of the Disposition and Development Agreement states that the rent shall be in a sufficient amount as determined by the City's Director of Property and Director of the Mayor's Office of Housing. Mr. Trotz reports that revenues accruing to the City from any future lease of the proposed Housing Site would

**BOARD OF SUPERVISORS**  
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be deposited in a fund administered by the Agricultural Commissioner and not into the General Fund. Mr. Evan Weeth, the City's Agricultural Commissioner, reports that revenues from any future lease of the proposed Housing Site would be used to maintain and improve the existing Farmer's Market.

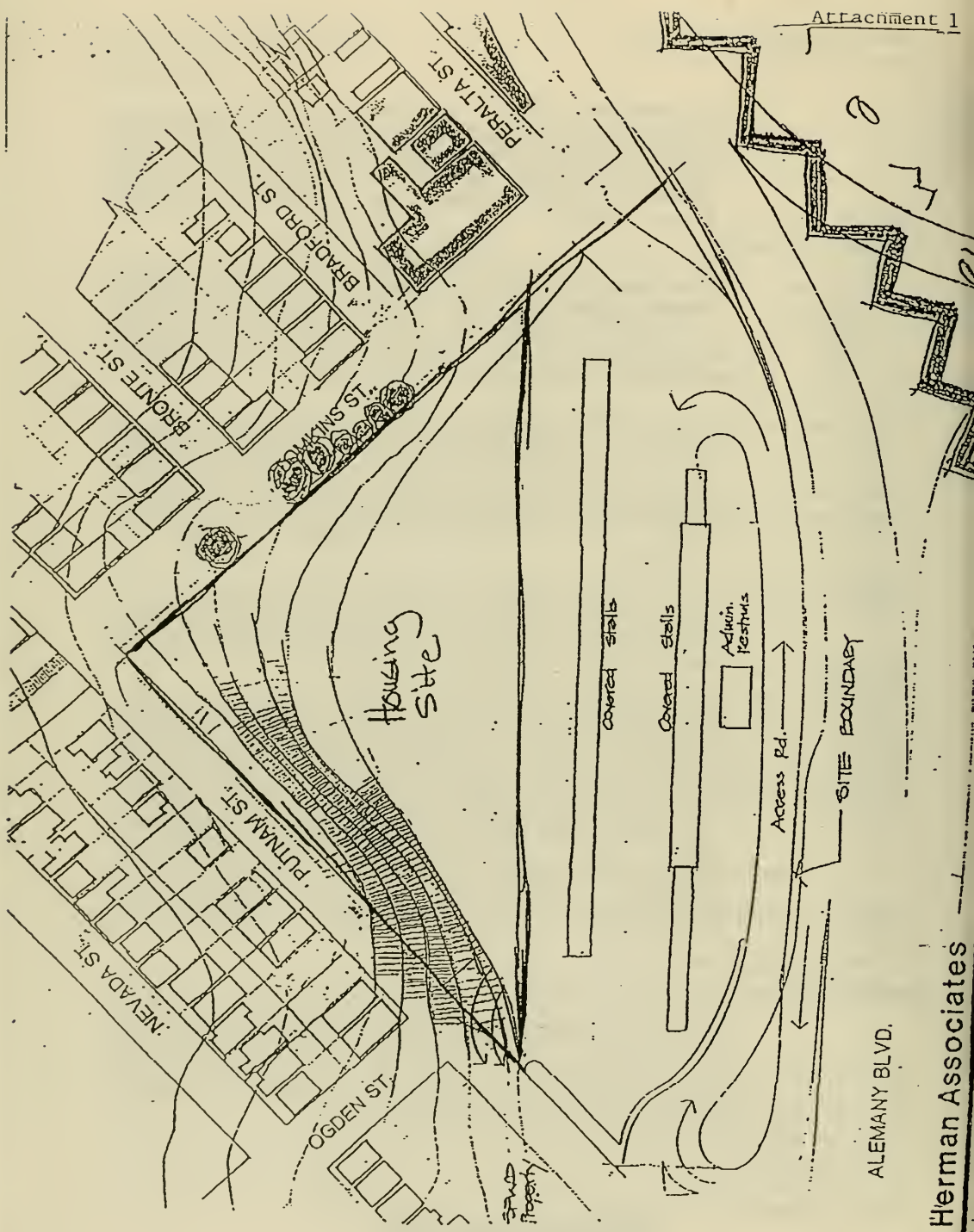
5. Mr. Trotz reports that the Bernal Heights Community Foundation has previously developed low and moderate income housing in the City. Those developments include the Coleridge Park development of 49 units in the Mission District and Holiday Homes, a four-unit cooperative apartment development in Bernal Heights.

6. According to Mr. Roger Herrera of the Department of City Planning, the Residence Element of the City's Master Plan calls for the annual development of 1,373 additional units of very low and low income housing units. Mr. Trotz reports that during each of the past three years, approximately 800 units of new or rehabilitated housing units have been developed.

7. The City Attorney has determined that Master Plan approval is not required as a condition to the City's execution of the Agreement, but that such approval would be required before the City's execution of the lease.

8. As previously stated, the Developer is required to obtain certification from the Commissioner of Agriculture that the physical structure of the proposed housing development will not unreasonably interfere with the operation of the Farmer's Market prior to satisfaction of the site inspection, subdivision approval and other conditions that must be met within three years of the date of the proposed Agreement. A "Certificate of Chief Administrative Officer and Commissioner of Agriculture" providing the necessary certification was executed on March 12, 1991, and is included as Attachment 2 to this report.

**Recommendation:** The decision whether to authorize and approve this final Disposition and Development Agreement between the City and the Bernal Heights Community Foundation and to enter into a long-term lease for an undetermined amount of rent for development of the Farmer's Market property, is a policy decision for the Board of Supervisors.



ALEMANY BLVD.

Robert Herman Associates



City and County of San Francisco:

Office of City Attorney



Louise H. Renne,  
City Attorney

Leslie L. Braverman  
Deputy City Attorney  
(415) 554-3909

March 11, 1991

Mr. Rudolf Nothenberg  
Chief Administrative Officer  
City Hall, Room 289  
San Francisco, California 94102

Mr. Evan Weeth  
Commissioner of Agriculture  
501 Army Street, Room 109-A  
San Francisco, California 94124

Re: Farmers Market Disposition and Development  
Agreement

Gentlemen:

Enclosed with this letter is a Certificate of Chief Administrative Officer and Commissioner of Agriculture. As a condition precedent to the execution of the Disposition and Development Agreement, the Board of Supervisors resolution passed on February 28, 1991, requires that you each be satisfied that the proposed housing development will not hinder ongoing operation of the existing Farmers Market during construction and operation of the development. The enclosed certificate evidences that satisfaction. As indicated in the certificate, your signature will not affect subsequent rights granted to you in the DDA.

Please execute this certificate where indicated. I am sending several originals in the event you would like to retain an original for your files. Please return an original to Steve Legnitto. We will be providing copies to the Mayor's Office of Housing, the Developer and our office to document compliance with the requirements of the resolution and the DDA.

Thank you for your assistance.

Very truly yours,

LOUISE H. RENNE  
City Attorney

*Leslie Braverman*  
LESLIE L. BRAVERMAN  
Deputy City Attorney

Enclosure

cc: Marc Trotz (w/o enc.)  
Polly Marshall (w/o enc.)

CERTIFICATE OF CHIEF ADMINISTRATIVE OFFICER  
AND  
COMMISSIONER OF AGRICULTURE

1. On February 19, 1991, the Board of Supervisors of the City and County of San Francisco approved Resolution No. 153-91 pertaining to the proposed construction of a housing development on a portion of the property commonly known as the Bernal Heights Farmer's Market (the "Property").

2. In connection with the proposed development, the City and the Bernal Heights Community Foundation (the "Developer") intend to enter into a Disposition and Development Agreement (the "Agreement") specifying the conditions under which a lease or sale of the Property may be entered into between the City and the Developer.

3. The Resolution requires that, as a condition precedent to the City's execution of the Agreement, the Developer must satisfy the City, through its Chief Administrative Officer and Commissioner of Agriculture, that the proposed housing development will not hinder ongoing operation of the existing Farmer's Market during construction and operation of the development. This certificate is executed pursuant to that requirement of the Resolution.

NOW THEREFORE, The City, through its Chief Administrative Officer and Agriculture Commissioner, hereby certifies that as of the date of this certificate, it is satisfied that the proposed housing development will not hinder ongoing operation of the existing Farmer's Market during construction and operation of the development. This certification is based on information presented to the City by the Developer as of the date of this certificate, and in no way affects the approval rights of the Chief Administrative Officer and the Commissioner of Agriculture under Section 2.02 of the Agreement.

Dated: March 14, 1991

THE CITY AND COUNTY OF SAN FRANCISCO,  
a municipal corporation

By: Rudy Nothenberg  
Rudy Nothenberg  
Chief Administrative Officer

By: Evan Weeth  
Evan Weeth  
Commissioner of Agriculture

[FM Certificate]

Item 42 - File 100-91-3

**Note:** This item was continued from the March 20, 1991 Finance Committee meeting.

This item is a hearing to consider the status of the projected budget shortfall for the City and County of San Francisco for Fiscal Year 1991-92.

On February 20, 1991, the Mayor's Office, the Board of Supervisors Budget Analyst and the Controller's Office issued a report presenting their projection for Fiscal Year 1991-92 General Fund revenues and expenditures. According to this report, if the City continues the current level of services provided in Fiscal Year 1990-91, it is projected that the City will face a shortfall of between \$116.9 million and \$158.3 million in Fiscal Year 1991-92. The projected shortfall in the projections for Fiscal Year 1991-92 is a result of reduced revenue growth, mandated salary increases and additional costs associated with maintaining current service levels and complying with court mandates. It should be noted that since the State budget allocations have not been determined, the City's reported projections for Fiscal Year 1991-92 do not assume any changes in State funding for City programs.

On January 31, 1991, the Controller's Office issued an initial report which projected the ending General Fund balance for Fiscal Year 1990-91 at \$2.8 million, which represents a sharp decrease from the previous year, when the ending balance was \$51.4 million.

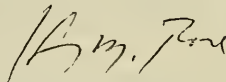
On March 19, 1991, the Controller's Office issued an updated report which projected the ending General Fund balance for Fiscal Year 1990-91 at a \$7.4 million deficit. This projected deficit for Fiscal Year 1990-91 is the result of expenditures greater than the amount budgeted for the fiscal year coupled with decreases in budgeted revenues.

Comments

1. The City Charter prohibits the City from incurring a deficit. Therefore, the Controller has indicated that he will take the necessary actions to insure that the City does not incur a deficit. As a result, the Controller's Office is currently reviewing all General Fund supported departments' proposed expenditures, with particular attention to all non-essential expenditures or expenditures that can be deferred until next fiscal year (e.g., capital improvements, facilities maintenance, equipment, etc.). The Controller will be present at the March 27, 1991 Finance Committee meeting to report to the Committee regarding the specific steps the Controller's Office is taking to address the potential shortfall.

Memo to Finance Committee  
March 27, 1991

2. The Finance Committee also requested that the Budget Analyst and the Legislative Policy Analyst provide information to the Committee regarding the process for reviewing the 1991-92 budget. The attachment provides a proposed 1991-92 budget schedule prepared by the Budget Analyst's Office for consideration by the Finance Committee. The Budget Analyst will be present at the March 27, 1991 Finance Committee meeting to discuss the proposed budget process with the Committee. Ms. Caroline McCall of the Legislative Policy Analyst staff also reports that she will be present at the Finance Committee on March 27, 1991 to discuss the proposed budget process with the Finance Committee.



Harvey M. Rose

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Britt  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Sam Yockey  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

### BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

March 1, 1991

Mr. John L. Taylor  
Clerk of the Board  
Board of Supervisors  
Rom 235, City Hall  
San Francisco, California 94102

Dear Mr. Taylor:

I am transmitting to you the attached proposed 1991-92 budget schedules for consideration by the Finance Committee.

These proposed schedules include three departmental hearings and three budget review meetings.

Please advise me of any changes in the proposed schedules which the Finance Committee decides to make.

Sincerely,

A handwritten signature in dark ink, appearing to read "Harvey M. Rose".

Harvey M. Rose  
Budget Analyst

Attachments

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President Ward



## 1991-92 BUDGET CALENDAR

- June 1 Transmittal of budget from Mayor to Board of Supervisors.
- June 1 through June 11 Analysis of budget and preparation of recommendations on Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance by Budget Analyst for consideration by the Finance Committee.
- June 12 Hearing by the Finance Committee to consider recommendations on Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance.
- June 13 through June 16 Preparation of recommendations on budget by Budget Analyst for consideration by the Finance Committee.
- June 17 Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance reported to full Board of Supervisors with Finance Committee recommendations; Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance passed for second reading.
- June 18, 19, 20 Finance Committee departmental hearings on Annual Budget.
- June 24 Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance finally passed by Board of Supervisors. Board of Supervisors public hearing on Annual Budget, 4:00 p.m.
- June 25 through July 8 Finance Committee budget review meetings.
- June 28 through July 8 Preparation by Budget Analyst of Finance Committee recommendations to Board of Supervisors on Annual Budget.
- July 5, 8, 9 Annual Appropriation Ordinance and Annual Salary Ordinance prepared by Controller and Civil Service Commission.
- July 15 Annual Budget reported to Board of Supervisors with Finance Committee recommendations and budget message.
- July 22 Board of Supervisors adopts budget.
- July 22 Annual Appropriation Ordinance and Annual Salary Ordinance passed for second reading.
- July 29 Annual Appropriation Ordinance and Annual Salary Ordinance finally passed.
- August 20 Last day for Board to act on Mayor's veto of Annual Appropriation Ordinance.



**FINANCE COMMITTEE  
DEPARTMENTAL HEARINGS**

**Finance Committee Public Hearing, June 18, 1991 1:30 p.m.**

**General Administration & Finance**

- 70 Chief Administrative Officer
- 93 Convention Facilities Management
- 25 Mayor
- 01 Board of Supervisors
- 03 City Attorney
- 08 Treasurer - Tax Collector
- 09 Controller
- 91 Purchaser
- 02 Assessor
- 78 Recorder
- 82 Records Center
- 80 Registrar
- 29 City Planning
- 37 Permit Appeals
- 65 Rent Arbitration Board
- 71 Real Estate
- 30 Civil Service
- 33 Health Service System
- 44 Retirement System

**Public Protection**

- 10 Superior Court
- 15 County Clerk
- 11 Municipal Court
- 12 Juvenile Court
- 63 Law Library
- 72 County Agriculture - Weights & Measures
- 74 Medical Examiner/Coroner
- 79 Public Administrator/Guardian
- 44 District Attorney
- 05 Public Defender
- 06 Sheriff
- 13 Adult Probation
- 31 Fire
- 38 Police

*Finance Committee Public Hearing, June 19, 1991 1:30 p.m.*

Culture and Recreation

- 07 County Education Office
- 60 Academy of Sciences
- 28 Art Commission
- 46 War Memorial
- 61 Fine Arts Museums
- 62 Asian Art Museum
- 41 Public Library
- 42 Recreation and Park Commission

Public Works, Transportation and Commerce

- 90 Public Works
- 92 Clean Water Program
- 27 Airport
- 39 Port
- 36 Parking and Traffic
- 75 Electricity
- 40 Public Utilities Commission (PUC)
- 49 PUC Light, Heat and Power
- 32 Hetch Hetchy Project
- 47 Water
- 35 Municipal Railway

Finance Committee Public Hearing, June 20, 1991 1:30 p.m.

Human Welfare

- 26 Commission on Aging
- 34 Human Rights Commission
- 48 Commission on the Status of Women
- 45 Social Services

Community Health

- 83 Public Health Central Office
- 85 Laguna Honda Hospital
- 86 San Francisco General Hospital
- 87 Community Mental Health Services

99 Capital Projects



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3/91

Library  
Gov't Doc.

CALENDAR - ACTION TAKEN

MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, APRIL 3, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI LANDRY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

REGULAR CALENDAR

1. File 97-91-2. [Environmental Review Fees] Ordinance amending the San Francisco Administrative Code by adding Section 31.46A, to be effective July 1, 1991 and operative through December 31, 1993, and amending Section 31.46 to be operative January 1, 1994, concerning fees for environmental review procedures; and adding Section 2". (Supervisor Ward)

(Consideration continued from 3/20/91)

ACTION: Consideration continued to 4/17/91.

2. File 115-91-1. [Planning Fees] Ordinance amending City Planning Code by adding Article 3.5A, Fees, Article to be operative effective July 1, 1991 through December 31, 1993, to impose new fees and change the amount of fees currently charged relating to Department of City Planning actions including the review of planning authorizations and amending Article 3.5 to be operative January 1, 1994, by adding new Section 364 and new Section 2". (Supervisor Ward)

(Consideration continued from 3/20/91)

ACTION: Consideration continued to 4/17/91.

3. File 97-91-17. [Document Fee] Ordinance amending Administrative Code by adding Section 31.60 thereto, authorizing the County Clerk to collect a documentary handling fee in the amount of \$25.00 for environmental review documents filed pursuant to California Fish and Game Code Section 711.4. (City Attorney)

ACTION: Hearing held. Recommended.

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4. File 101-90-83. [Government Funding] Ordinance appropriating \$205,262, Fire Department, for facilities maintenance project (replace fuel tank - Fire Station 13, 530 Sansome Street). RO #90231. (Controller)

ACTION: Hearing held. Amended to place \$135,300 on reserve (on line 3, after "1990-91" add "; placing \$135,300 on reserve."; beginning on line 13, add new "Section 2" which reads: "Funds in the amount of \$135,300 for contractual services are hereby placed on reserve pending departmental submission of the identity of firms to be used and the MBE/WBE status, to be released by the Finance Committee.")

New Title: "[Government Funding] Ordinance appropriating \$205,262 for facilities maintenance project (replace fuel tank), Fire Department for Fiscal Year 1990-91; placing \$135,300 on reserve."

Recommended as amended.

5. File 101-90-84. [Government Funding] Ordinance appropriating \$15,200,000, Fire Department, City Attorney, Controller and Chief Administrative Officer, for various capital improvement projects (1986 Fire Protection System Improvement Bonds), and various program project budget. RO #90202. (Controller)

ACTION: Hearing held. Amended to place \$13,506,943 on reserve (on page 1, line 5, after "1990-91", add "; placing \$13,506,943 on reserve."; on page 2, lines 9-13, add new "Section 2" which reads: "Funds totalling \$13,506,943 for construction are hereby placed on reserve as follows: \$5,170,000 for cistern installation, \$434,000 for suction connections, and \$7,902,943 for high pressure system extensions, pending determination of contract amounts and MBE/WBE status, to be released by the Finance Committee.")

New Title: "[Government Funding] Ordinance appropriating \$15,200,000 for various capital improvement projects (1986 Fire Protection System Improvement Bonds), and various program project budgets, Fire Department, City Attorney, Controller and Chief Administrative Officer, for Fiscal Year 1990-91; placing \$13,506,943 on reserve."

Recommended as amended.

6. File 11-91-1. [Redevelopment Agency Bonds] Resolution approving the issuance by the Redevelopment Agency of the City and County of San Francisco of Multifamily Housing Revenue Bonds in an additional aggregate principal amount not to exceed \$35,000,000 for the purposes of its residential construction financing program for the Western Addition A-2 Redevelopment Project Area. (Supervisor Gonzalez)

(Consideration continued from 3/27/91 - public hearing closed)

ACTION: Hearing held (public hearing reopened by Supervisor Gonzalez). Recommended.



7. File 91-91-1. [Redevelopment Agency Bonds] Resolution approving the issuance by the Redevelopment Agency of the City and County of San Francisco of agency revenue bonds in a par value not to exceed \$30,000,000 to finance public improvements and public facilities in the Yerba Buena Center Redevelopment Project Area. (Supervisor Shelley)

(Consideration continued from 3/27/91)

ACTION: Hearing held. Recommended.

8. File 138-90-2.1. Resolution authorizing the District Attorney of the City and County of San Francisco to expend funds in the amount of \$141,460 made available through the Office of the Attorney General for a project entitled "Child Victim Witness Investigative Pilot Project". (District Attorney)

(Consideration continued from 3/27/91)

ACTION: Hearing held. Amended to provide for ratification of action previously taken (on line 4, after "project" add "; providing for ratification of action previously taken."; beginning on line 26, after "project" add "; and, be it further resolved, that although the City has incurred no legal obligation, the Board of Supervisors does hereby ratify the action previously taken.")

New Title: "[Grant - State Funds] Resolution authorizing the District Attorney of the City and County of San Francisco to expend funds in the amount of \$141,460 made available through the Office of the Attorney General for a project entitled: "Child Victim Witness Investigative Pilot Project"; providing for ratification of action previously taken."

Recommended as amended.

9. File 25-91-7. [Contracting Out City Services] Resolution concurring with the Controller's certification that legal process server services can be practically performed for the District Attorney, Family Support Bureau by a private contractor for a lower cost than similar services performed by City and County employees. (District Attorney Family Support Bureau)

ACTION: Hearing held. Recommended.

10. File 47-91-4. [Parking Lot Lease Documents] Resolution approving and adopting Seventh and Harrison Parking Lot legal documents and authorization to lease. (Real Estate Department)

ACTION: Hearing held. Recommended.

11. File 185-91-1. [Jefferson Square] Resolution selecting and setting aside additional land at Central Fire Alarm Station-Jefferson Square for the construction of an emergency operations/communications center. (Real Estate Department)

ACTION: Hearing held. Recommended.



12. File 197-91-2. [Performing Arts Loan Program] Resolution approving rules and regulations as amended for administration of the nonprofit performing arts program. (Supervisor Kennedy)

ACTION: Hearing held. Consideration continued to 4/10/91.

13. File 25-91-6. [Contracting Out City Services] Resolution concurring with the Controller's certification that security services can be practically performed at the Department of Social Services by private contractor for lower cost than similar work services performed by City and County employees. (Department of Social Services)

ACTION: Hearing held. Consideration continued to 4/10/91.

14. File 25-91-8. [Contracting Out City Services] Resolution concurring with the Controller's approval that security guard services can be practically performed at 450 McAllister Street by private contractor for lower cost than similar work services performed by City and County of San Francisco, commencing July 1, 1991. (Department of Public Works)

ACTION: Hearing held. Recommended.

15. File 146-91-3. [Grant - State Funds] Resolution authorizing the Department of Public Health, Central Administration, to accept and expend a grant of \$55,060 from the State Department of Health Services for materials and resources identifying health services available to lawful temporary residents of San Francisco; companion measure to File 146-90-83. (Mayor)

ACTION: Hearing held. Amended on lines 6 and 11 to increase grant amount from "\$55,060" to "\$56,050".

New Title: "[Grant - State Funds] Resolution authorizing the Department of Public Health, Central Administration, to accept and expend a grant of \$56,050 from the State Department of Health Services for materials and resources identifying health services available to lawful temporary residents of San Francisco."

Recommended as amended.

16. File 146-91-17.1. [Grant - Private Funds] Resolution authorizing the Department of Public Health, Emergency Medical Services (EMS) Agency, to accept and expend a grant of \$5,200 from the Fujisawa Pharmaceutical Company to fund personnel to assist in a study using the drug adenosine in the prehospital setting; companion measure to File 146-91-17. (Mayor)

ACTION: Hearing held. Amended on lines 4 and 11 to decrease grant amount from "\$5,200" to "\$5,000".

New Title: "[Grant - Private Funds] Resolution authorizing the Department of Public Health, EMS Agency, to accept and expend a grant of \$5,000 from the Fujisawa Pharmaceutical Company to fund personnel to assist in a study using the drug adenosine in the prehospital setting."

Recommended as amended.





17. File 101-90-10.2. Hearing to consider releasing the earthquake safety bond funds in the amount of \$1,357,365 on reserve for the Asian Art Museum to commence the predesign study and design phases of seismic improvements to the existing main library. (Supervisor Gonzalez)

(Consideration continued from 3/27/91)

ACTION: Hearing held. Release of \$1,357,365 (for architectural and engineering design work) recommended. Filed.

18. File 51-90-4.3. [Employee Claim] Transmitting employee claim, Mark Sangervasi, Municipal Railway, for reimbursement for personal property stolen in the line of duty. (Controller's Office)

ACTION: Hearing held. Filed.

SPECIAL ORDER - 3:30 P.M.

19. File 100-91-3. Hearing to consider status of projected budget shortfall for the City and County of San Francisco for Fiscal Year 1991-92. (Supervisor Gonzalez)

(Consideration continued from 3/27/91)

ACTION: Hearing held. Consideration continued to 4/10/91.





## BOARD OF SUPERVISORS

## BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

April 3, 1991

TO: Finance Committee

DOCUMENTS DEPT.

FROM: Budget Analyst - recommendations

APR 2 1991

SUBJECT: April 3, 1991 Finance Committee Meeting

SAN FRANCISCO  
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**Note:** These items were continued by the Finance Committee at its meeting of March 20, 1991.

**Department:** City Planning

**Items:** Ordinance amending the San Francisco Administrative Code by adding Section 31.46A thereto, to be operative through December 31, 1993, and by amending Section 31.46 to be operative January 1, 1994, concerning fees for environmental review procedures (File 97-91-2).

Ordinance amending Part II of the San Francisco Municipal Code (City Planning Code) by adding Article 3.5A, "Fees," to be operative through December 31, 1993, to impose new fees and change the amount of fees currently charged relating to Department of City Planning actions including the review of planning authorizations, and amending Article 3.5 to be operative January 1, 1994, and by adding a new Section 364.

**Purpose:** In order to finance the hiring of 17 new permanent positions (one of which would be for a one-year period only) and two temporary positions through FY 1991-92 for purposes of expediting the permit process, improving other planning services and financing new computer system and system maintenance costs, the proposed legislation would propose new fees, and changes in the amount of fees currently charged. These fees relate to the review and approval processes performed by the Implementation Division of the Department of City Planning, including environmental

reviews (File 97-91-2) and the review of planning authorizations (File 115-91-1). Also, surcharges would be imposed for purposes of financing new computer and computer-related costs (Files 97-91-2 and 115-91-1).

**Description:**

The proposed ordinance (File 97-91-2) would amend the San Francisco Administrative Code by substituting a new set of fees in Section 31.46A, which would introduce new fees and increase existing fees for environmental reviews performed by the Department of City Planning. However, in the absence of positive action by the Board of Supervisors, Section 31.46A would cease to be effective on December 31, 1993, and fees charged for environmental reviews would revert to those currently in existence, as contained in Section 31.46, on January 1, 1994 (sunset clause). Fees for these services performed by the Department of City Planning were last increased in August of 1988. The proposed amendments would add new fees and increase existing fees as shown in Attachment 1.

The proposed ordinance (File 115-91-1) would amend various sections of the Planning Code by substituting a new set of fees in Section 3.5A, which would introduce new fees and increase existing fees charged for services performed by the Department of City Planning. However, in the absence of positive action by the Board of Supervisors, Section 3.5A would cease to be effective on December 31, 1993, and fees charged for planning services would revert to those currently in existence, as contained in Section 3.5, on January 1, 1994 (sunset clause). Fees for these services performed by the Department of City Planning were last increased in August of 1988. The proposed amendments would add new fees and increase existing fees as shown in Attachment 2.

The Department of City Planning estimates that the proposed fee increases will increase revenues in FY 1991-92 by \$736,435, from \$2,225,000 to \$2,961,435, or by approximately 33.1 percent. The table on the following page entitled "Comparison of Revenues with Expenditures" shows the Department's estimate of the effect on revenues of the proposed new fees and fee increases. The Department anticipates that the additional revenues would be used to fund 12 additional permanent staff in order to expedite permit processing, environmental review services, and other services to the public. A listing of those positions is shown as follows:

- Information Counter Planner	1
- Permit Processing/Records Clerical support	3
- Office of Environmental Review Planners	5
- Landmarks Planner	1
- Conditional Uses Planner	1
- Administrative Support Staff	<u>1</u>
Total	12

Actual and estimated revenues and costs of the Department's Implementation Division operations for FY 1989-90, FY 1990-91, and FY 1991-92 are summarized as follows:

**Comparison of Revenues  
With Expenditures**

	FY 1989-90 Actual Based <u>on Existing fees</u>	FY 1990-91 Estimated Based <u>on Existing fees</u>	FY 1991-92 Estimated Based on Proposed <u>Fee increases</u>
Fee Revenues	\$2,476,723	\$2,225,000	\$2,961,435
Implementation Division Costs	<u>2,764,362</u>	<u>3,222,456</u>	<u>3,834,440</u>
Excess of Costs over Revenues	(\$247,639)	(\$997,456)	(\$873,005)

As the table above shows, the estimated revenues for FY 1991-92, which take into account these proposed new fees and fee increases, will not cover DCP's estimated costs, which include the 12 new positions for FY 1991-92. The shortfalls are covered by the General Fund. However, the 12 new permanent positions to be requested for expediting permit processing and improving other planning services would be financed by the amount of the new and increased fees being proposed (an estimated increase of \$736,435 for FY 1991-92).

According to Mr. Milt Edelin, Deputy Director of Planning, the additional staffing would enable processing times for applications and reviews to be reduced as follows:

Categorical Exemptions	5 days to 2 days
General Rule Exclusions	2 months to 5 weeks
Negative Declarations	6 months to 4 months
Environmental Impact Reports	12-18 months to 12 months
Variances	5 months to 3 months
Neighborhood Commercial Conditional Uses	3 months to 2 months
Non-Neighborhood Commercial Conditional Uses	Reduce average backlog from 50 to 35 cases
Permit processing	10 days to 5 days or less

In addition to the new fee revenues cited above, one-time and ongoing surcharges would be imposed on the new and existing fees charged by the Implementation Division to recover the costs associated with proposed new hardware and software systems. Those systems would be used to computerize activities associated with the Department's permit application processes, including updating the property information data base. The surcharge percentages associated with the proposed new computer system would finance the following items:

<u>Description</u>	<u>Cost</u>	<u>Surcharge</u>
Purchase of computer equipment	\$ 67,271 <sup>1</sup>	2.5% (one-time)
Developmental computerization <sup>2</sup>	143,579	5.4% (one-time)
Maintaining computerization system <sup>3</sup>	228,917	8.6% (ongoing)
Total	\$439,767	16.5%

The following two additional temporary and one 12-month duration positions will be requested for one year for the one-time computerization development tasks.

1 Planner I	Update Block Books	Temporary
1 Planner III	Rewrite Planning Code	12 months
1 Senior Clerk Typist	Planning Code Input	Temporary

Additionally, four new permanent positions that would be requested to operate and maintain the computerized systems are as follows:

<sup>1</sup>Additional carryforward funds of \$210,660 for other needed computer equipment have been approved by the EIPSC.

<sup>2</sup>Three new positions through FY 1991-92

<sup>3</sup>Four new permanent positions



- 1 Planner IV Urban Systems Analyst
- 1 Data Entry Operator
- 1 Management Information Systems Specialist
- 1 Principal Clerk

Computerization of records and processes would be achieved over a multi-year period. Initial benefits to be gained are:

1. Public access through computers of the rewritten Planning Code.
2. Public access through computers to zoning and parcel information.
3. Public access through computers to status and location of permit applications.
4. Computer printout summarizing the basic zoning and restrictions for a parcel available to users, applicants and visitors.
5. Computers will automatically calculate basic measurable lot information such as rear yards, averaging, lot areas, and building square footage.

The proposed legislation would require that the Planning Commission conduct a public hearing at the end of FY 1992-93 to review whether the level of services provided by the Department of City Planning are as contemplated under the proposed legislation. The Planning Commission would, at that time, determine whether to initiate an ordinance to extend or to otherwise modify the fees related to the Department's application processes that are contained in the subject proposed legislation. The Planning Commission would provide a report on results of the public hearing with recommendations on its findings to the Board of Supervisors, within one month of the date of the public hearing.

**Comments:**

1. The Electronic Information Processing Steering Committee (EIPSC) has reviewed and approved the Department's Three Year Information System Master Plan, which includes the computer equipment associated with this proposed legislation. However, EIPSC has reserved the projects in the System Master Plan subject to the Department returning to EIPSC with additional information.

2. A report titled "Management Audit of the City's Permit Processing System," conducted by the Budget Analyst and

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

issued in October of 1989 contains the following recommendations that relate to the proposed legislation:

- Adjust existing fees to fully recover the costs of the Implementation Division.

3 A report titled "Management Audit of the Department of City Planning," conducted by the Budget Analyst and issued in December of 1988 contains the following recommendation that relates to the proposed legislation:

- Initiate action to restore up to a maximum of 12 positions in the Planning Department if, after the implementation of a representative number of the recommendations made in this report, such additional positions can be justified.

The Department of City Planning has provided documentation to the Budget Analyst reporting that a representative number of the recommendations made in the audit report either have been implemented or are in the process of being implemented. Based on the previous extensive management audit review of the Department of City Planning by the Budget Analyst, it appears that the proposed fee increases, relating to the 12 new positions previously recommended by the Budget Analyst, are justified.

4. The Finance Committee adopted various amendments to the proposed legislation at its meeting of February 27, 1991, which were referred to the City Planning Commission. The City Planning Commission by resolution adopted those amendments at its meeting of March 14, 1991. According to Mr. Robert Passmore, Assistant Director for Implementation, Department of City Planning, the sunset clause has been added to the proposed legislation as an accommodation to those community interests that desire a check on whether the Planning Department's processing times and other planned enhanced services are actually realized.

5. In accordance with the request of the Finance Committee, the Planning Commission reviewed the proposed increase of Discretionary Review fees from the current \$50 to the proposed \$100 and decided to maintain the requested increase of \$100.

6. The Planning Commission has approved and the Mayor has signed three related supplemental appropriation requests that would provide the previously described new positions, new computer equipment, and related costs.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

However, the Controller has not certified the availability of funds to cover the costs contained in the proposed supplemental appropriation requests.

7. The Budget Analyst has reviewed the related uncertified supplemental appropriation requests and additional budgetary information provided by the Department of City Planning. Based on those reviews, we conclude that, based on a positive economy, the revenues that would be generated by the proposed new fees, fee increases, and surcharges, would cover the costs of the associated personnel, equipment, and related expenses. However, given the current slowdown in the economy, whether the projected revenues would be realized on an annual basis, or, if realized on an annual basis, whether those revenues would be realized in a timely fashion (so as not to lag the associated personnel, equipment and related costs) cannot be answered with certainty.

8. According to Mr. Gerardo Sandoval of the the Mayor's Budget Office, the Mayor's Office anticipates including the personnel, equipment and related costs associated with the subject proposed fee enhancement legislation in the FY 1991-92 budget of the Department of City Planning.

**Recommendation:** The decision of whether to impose new fees, increase existing fees by 33.1 percent, and impose new surcharges on fees, for the purpose of generating increased revenues to be used for hiring additional personnel and related costs, is a policy matter for the Board of Supervisors.

Attachment 1

<u>Type of Review</u>	<u>Basis of Fee</u>	<u>Examples of Basis Amount</u>	<u>Existing Fee</u>	<u>Proposed Fee</u>	<u>Percentage Change</u>	<u>Remarks</u>
Initial evaluation of a project	Construction Cost	\$10,000	\$ 160	\$300	87.5	
		100,000	313	570	82.1	
		500,000	993	1,560	57.1	
		10,000,000	11,743	19,810	68.7	
		100,000,000	25,743	38,810	50.8	
Environmental Impact Report	Construction cost	150,000	7,000	11,000	57.1	For projects less than \$200,000, the amounts of \$7,000 and \$11,000 are for each 200 staff-hours or fraction thereof.
		950,000	8,125	13,100	61.2	
		15,000,000	20,600	34,090	65.5	
		75,000,000	37,100	54,340	46.5	
		100,000,000	42,100	59,340	41.0	
Letter of Exemption from Environmental Review	Each Letter		0	50		
Monitoring environmental mitigation measures	Each Project		0	Cost of time and materials		

Type of Approval or Review

Basis of Fee

Examples of Basis Amount

Existing Fee

Proposed Fee

Percentage Change

Remarks

Reclassification of Property	Assessor's Block or portion thereof	1	\$ 750	\$1,000	33.3	
		9	2,750	3,000	9.1	
Conditional Use/ Coastal Zone Permit	Construction cost		275	325	18.2	
		\$10,000	1,526	1,807	18.4	
		500,000	25,926	30,682	18.3	
		10,000,000	94,426	107,882	14.3	
		100,000,000				
Variance	Construction cost		275	500	81.8	
		10,000	1,526	1,872	22.7	
		500,000	25,926	30,872	19.1	
		10,000,000	94,426	108,872	15.3	
		100,000,000				
Building Permit Review	Construction cost		45	60	33.3	
		10,000	180	213	18.3	
		100,000	1,530	1,663	8.7	
		1,000,000	11,830	15,063	27.3	
		10,000,000	110,830	132,063	19.2	
		100,000,000				
Building Demolition	Each application		100	200	100.0	
Sign Application	Each application		50	75	50.0	
Master Plan Referral	Each referral	Administrative	0	100		
		Planning Commis-				
		sion Action	0	250		
Monitoring Projects	Each:		0	100		
	Conditional User Coastal Zone Permit Variance					\$100 plus time and materials beyond two hours of staff time for monitoring conditions of approval.

<u>Type of Approval or Review</u>	<u>Basis of Fee</u>	<u>Examples of Basis Amount</u>	<u>Existing Fee</u>	<u>Proposed Fee</u>	<u>Percentage Change</u>	<u>Remarks</u>
Requests Relating to TDR <sup>1</sup> and Article 11 <sup>2</sup> designated buildings	Construction Cost	Minor	0	0	0.0	
		Less the \$10,000 but not minor				
		\$10,000	100	200	100.0	
		20,000	100	410	310	Fees are in accordance with schedule for review of conditional
		100,000	100	438	338.5	
				666	566.5	use applications.
Designation of Landmark	Each application		0	100		
Amendment or rescission of Landmark	Each application		50	250	400.0	
Certificate of Appropriateness	Construction Cost	9,999	200	200	0	
		10,000	200	410	105.0	Fees are in accordance with schedule for review of conditional
		50,000	200	524	162	use applications.
Discretionary Review	Each application		50	100	100.0	
Letters of Zoning Compliance	Each application	Single family	0	50		
		Projects under 40 feet	0	100		
		Projects over 40 feet	0	250		

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<sup>1</sup> Transfer of Development Rights.

<sup>2</sup> Article 11 of the Planning Code is concerned with preservation of buildings and districts of architectural, historical and aesthetic importance in the downtown area.



Item 3 - File 97-91-17

**Item:** Ordinance amending the Administrative Code by adding Section 31.60 authorizing the County Clerk to collect a documentary handling fee in the amount of \$25 for environmental review documents filed pursuant to California Fish and Game Code Section 711.4.

**Description:** The proposed ordinance would amend the Administrative Code by adding Section 31.60 that would authorize the County Clerk to collect a \$25 documentary handling fee for filing environmental review documents for the State Fish and Game Preservation Fund. The California Fish and Game Code Section 711.4 requires certain developers to file environmental review documents with the County Clerk, and to pay mitigation fees to the State Fish and Game Preservation Fund. Section 711.4 also authorizes the County Clerk to collect an additional fee to offset the costs of maintaining a record of the documents. The proposed ordinance would authorize the County Clerk to collect the State's maximum allowable document handling fee of \$25.

**Comments:** 1. Mr. Donald Dickinson of the County Clerk reports that to date, the County Clerk has handled two environmental review reports. Mr. Dickinson further reports that the County Clerk anticipates handling a maximum of 25 environmental review reports a year for a maximum total of \$625 a year in revenue generated by this documentary handling fee.

2. Mr. Dickinson further advises that the County Clerk is proposing the State's maximum allowable document handling fee of \$25 as San Francisco's document handling fee because all counties in California have implemented a \$25 fee. Mr. Dickinson reports that these other counties are charging \$25 due to a lack of detailed information on the time and costs incurred to file environmental review documents. Mr. Dickinson estimates that the \$25 would approximately cover the City's costs based on an average of \$25 an hour for clerical time (salaries, fringe benefits and overhead) and approximately one hour to process each set of environmental documents.

**Recommendation:** Approve the proposed ordinance.



Item 4 - File 101-90-83

**Department:** Fire Department

**Item:** Supplemental Appropriation Ordinance for facilities maintenance project to replace the fuel tank at Fire Station 13, 530 Sansome Street.

**Amount:** \$205,262

**Source of Funds:** 1971 Fire Protection Bonds

**Description:** The proposed supplemental appropriation would be used to repair an underground gasoline tank at Fire Station 13 (530 Sansome Street) that ruptured in January, 1990. Approximately 400 gallons of gasoline leaked into the surrounding soil. The damage was apparently caused by the October 17, 1989 earthquake.

\$45,262 of the proposed supplemental appropriation would be used to reimburse the Department of Public Health (DPH) for services already rendered in containing the leakage. \$135,300 would be spent on contractual services to replace the tank, repair the associated piping and treat the contaminated soils and ground water. The remaining \$24,700 would be work ordered to the Department of Public Works (DPW) to manage the contractual work for the Fire Department.

**Budget:**

DPH Reimbursement

Install nine exploratory holes	\$28,098
Pump fuel from monitoring well	
& transport	1,818
Monitoring well sampling	3,320
Management & oversight fee	5,385
Quarterly monitoring of wells	<u>6,641</u>
Subtotal	\$45,262

Contractual Services

Dispose of old tank &	
install new tank	\$90,103
Groundwater treatment system	27,597
Repair piping	3,500
Labor & material	1,800
Construction contingency fee	<u>12,300</u>
Subtotal	\$135,300

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DPW

Prepare contract documents	\$13,600
Construction Management	<u>11,100</u>
Subtotal	\$24,700
 Total	 \$205,262

**Comments:**

1. The Fire Department reports that the DPW has not yet issued an invitation for bids to acquire the necessary contractual services. As such, the Fire Department cannot, at this time, identify which firms will be used, and cannot determine the MBE/WBE status of the firms. Therefore, the Budget Analyst recommends that the \$135,300 for contractual services be reserved pending the Fire Department's submission of the identity of the firms the Fire Department contracts with and the MBE/WBE status of the firms.

2. The \$135,300 cost estimate for the contractual services was provided by Crosby and Overton, an environmental consulting firm. The DPW reports that this cost estimate represents an expected average bid for the proposed contractual work. Therefore, the Fire Department is using the \$135,300 cost estimate to determine a budget for contractual services.

3. The Federal Emergency Management Agency (FEMA) has notified the Fire Department that because the ruptured underground fuel tank was caused by the October 17, 1989 earthquake, the City will be reimbursed \$182,478 of the \$205,262 proposed supplemental appropriation, leaving a net amount of \$22,784 to be funded by the 1971 Fire Protection Bonds.

4. The DPH reports that the proposed \$45,262 reimbursement would be returned to the Toxics Health & Safety Services salary account to become salary savings at the end of the fiscal year. Because the \$45,262 was previously funded by the General Fund and is not now needed by DPH to fund costs already incurred, the Budget Analyst recommends that the \$45,262 be returned directly to the General Fund.

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- Recommendations:**
1. Amend the proposed resolution to reserve the \$135,300 for contractual services pending the Fire Department's submission of the identity of the firms the Fire Department will use for contractual services and the MBE/WBE status of the firms.
  2. Direct the Controller to return \$45,262 for DPH's reimbursement to the General Fund.
  3. Approve the resolution as amended.

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Item 5 - File 101-90-84

**Department:** Fire Department

**Item:** Supplemental Appropriation Ordinance for the Fire Department, City Attorney, Controller and the Chief Administrative Officer for various capital improvement projects and related services.

**Amount:** \$15,200,000

**Source of Funds:** 1986 Fire Protection System Improvement Bonds

**Description:** The voters approved \$46.2 million in Fire Protection Bonds in November of 1986. The City sold \$31 million in bonds in 1987 to begin the first phase of the Auxiliary Water Supply System project. In November of 1990 the City sold \$15.2 million in bonds for the second phase of the Auxiliary Water Supply System which is the \$15.2 million presently requested. This second phase includes \$5.8 million for the installation of 18 cisterns, \$500,000 for suction connections, and \$8,867,943 for high pressure system extensions. In addition, \$32,057 is requested to fund the City Attorney, Controller and the Chief Administrative Officer for services rendered in preparing the issuance of the bonds. These projects are to be completed within two to three years.

<b>Budget:</b>	<b><u>Project</u></b>	<b><u>Hours</u></b>	<b><u>Amount</u></b>
	<u>Cistern Installation</u>		
	<u>Engineering</u>		
	DPW	7,504	\$321,418
	Dept. of Parking & Traffic (DPT)	200	8,582
	<u>Construction Management</u>		
	DPW	6,603	282,925
	DPT	400	17,075
	<u>Construction</u>		
	Contractual		<u>5,170,000</u>
	Subtotal Cistern Installation		\$5,800,000

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<u>Project</u>	<u>Hours</u>	<u>Amount</u>
<u>Suction Connections</u>		
<u>Engineering</u>		
DPW	740	\$31,710
DPT	30	1,290
<u>Construction Management</u>		
DPW	680	29,145
DPT	90	3,855
<u>Construction</u>		
Contractual		<u>434,000</u>
Subtotal Suction Connections		\$500,000
<u>High Pressure System Extensions</u>		
<u>Engineering</u>		
DPW	11,000	\$471,190
DPT	788	33,810
<u>Construction Management</u>		
DPW	9,338	399,993
DPT	1,400	60,007
<u>Construction</u>		
Contractual		<u>7,902,943</u>
Subtotal High Pressure System Extensions		8,867,943
<u>Bond Related Services</u>		
Chief Administrative Officer		\$2,275
City Attorney		10,000
Controller		<u>19,782</u>
Subtotal Bond Related Services		<u>32,057</u>
Total		\$15,200,000

**Comments:**

1. The engineering and construction management budgets for DPW and DPT were based on an average wage rate of \$42.83 per hour.
2. The DPT is involved in the proposed second phase of the Auxiliary Water Supply System project to prepare the specifications for traffic routing during the construction phases of the proposed project. In addition, DPT reviews the traffic routing during the construction phases to ensure that the contractors are in compliance with the specifications for traffic routings. Finally, DPT is responsible for pavement markings during the final street repaving.

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3. Mr. Robert Jew of the DPW reports that DPW has not yet advertised competitive bidding for the proposed second phase of the Auxiliary Water Supply System project. As a result, DPW cannot report on the amount of the contract(s) or the MBE/WBE status of the contractors. The Budget Analyst therefore recommends that the \$13,506,943 for construction (\$5,170,000 for cistern installation, \$434,000 for suction connections and \$7,902,943 for the high pressure system extensions) be reserved pending the availability of the contract amounts and the MBE/WBE status.

**Recommendation:** Amend the proposed Supplemental Appropriation Ordinance to reserve the proposed construction funding totaling \$13,506,943 pending determination of the amount of the contracts and the MBE/WBE status of the selected contractors. Approve the proposed Supplemental Appropriation as amended.

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Item 6 - File 11-91-1

**Note:** This item was continued from the Finance Committee's meeting of March 27, 1991.

**Department:** San Francisco Redevelopment Agency (SFRA)

**Item:** Resolution approving the issuance by the Redevelopment Agency of the City and County of San Francisco of Multifamily Housing Revenue Bonds in an additional amount not to exceed \$35 million for the purposes of its residential construction financing program for the Western Addition A-2 Redevelopment Project Area.

**Amount:** Not to exceed \$35 million

**Source of Funds:** Sale of mortgage revenue bonds

**Description:** The Fillmore Center, a project built on land purchased from the SFRA, is a development intended to provide 1,113 units of housing, commercial retail space and parking in the Western Addition area. The project developer, Fillmore Center Associates, secured financing for the project in the amount of \$200.2 million, consisting of a \$95 million construction loan from Citicorp Real Estate, \$71.3 million in construction loans from other banks, and \$33.9 million in mortgage revenue bond proceeds from SFRA.

In December of 1985, the Board of Supervisors authorized the issuance of up to \$120 million in residential mortgage revenue bonds to assist the private developer, Fillmore Center Associates, in financing the project (Resolution No. 1031-85). The SFRA subsequently issued \$95 million in mortgage revenue bonds of the \$120 million authorized to pay off the construction loan after the completion of the project. In September of 1986, the Board of Supervisors approved the issuance of an additional \$10 million in mortgage revenue bonds for the Fillmore Center project for a total authorization of \$130 million (Resolution No. 869-86). The SFRA subsequently issued another \$33.9 million in mortgage revenue bonds to be applied to the construction of the project (as noted above), for a total issuance of \$128.9 million (\$95 million initial issuance plus \$33.9 million issuance) in mortgage revenue bonds for the Fillmore Center project.

According to Mr. Mario Menchini, Fillmore Center Associates, the project developer, has run out of funds to complete the project and has negotiated an agreement with Citicorp Real Estate to advance sufficient funding (bridge loan) to complete the Fillmore Center project. The SFRA

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proposes to issue up to another \$35 million in mortgage revenue bonds to assist the developer in paying off the bridge loan from Citicorp, to pay for interest costs on the \$95 million Citicorp construction loan, and to provide for reserves required for the \$95 million in mortgage revenue bonds previously issued by the SFRA.

Mr. Menchini further states that mortgage payments to retire the total of \$163.9 million in mortgage revenue bonds (128.9 million in mortgage revenue bonds plus an additional \$35 million) would come from rental revenues collected from the lease of the residential and commercial space.

**Comments:**

1. Mr. Gamble of the SFRA advises that the Redevelopment Agency Commission has approved a resolution that specifies its intent to issue up to \$35 million in mortgage revenue bonds.

2. Mr. Gamble reports that although this proposed resolution would authorize the issuance of \$35 million in mortgage revenue bonds, SFRA presently expects to only issue \$24 million in mortgage revenue bonds. Mr. Gamble further advises that based on current market conditions, the bonds would be sold for a term of 27 years at an annual interest rate of approximately 10 percent. Assuming an annual interest rate of 10 percent, Mr. Gamble estimates the annual bond payments to be \$2.6 million. Such payments would be made from the lease rental revenues associated with the Fillmore Center project.

3. According to Mr. Gamble, the Fillmore Center Associates has a stated policy prohibiting discrimination against recipients of Section 8 Federal housing subsidies.

4. It should be noted that neither the faith and credit of the City, nor its taxing authority is obligated to pay back the proposed bonds.

**Recommendation:** Approve the proposed resolution.

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Item 7 - File 91-91-1

Note: This item was continued from the Finance Committee's meeting of March 27, 1991.

**Department:** San Francisco Redevelopment Agency (SFRA)

**Item:** Resolution approving the issuance by the Redevelopment Agency of the City and County of San Francisco of agency revenue bonds in an amount not to exceed \$30 million to finance public improvements and public facilities in the Yerba Buena Center Redevelopment Project Area.

**Amount:** Not to exceed \$30 million

**Source of Funds:** Sale of revenue bonds

**Description:** The SFRA proposes to issue \$30 million in revenue bonds to finance the construction of a cultural center and esplanade to be located on top of the expanded Moscone Convention Center. The proposed cultural center would include a performing arts theater, and a visual arts center. The proposed cultural center facilities are part of the planned Yerba Buena Gardens, which would also include movie theaters, retail shops, an ice rink and carousel, a childcare center and children's recreation area, an art gallery, and a rooftop garden. The current total estimated cost of Yerba Buena Gardens is \$110 million and is detailed as follows:

Performing arts theater and visual arts center	\$35,000,000
Esplanade and East Garden	27,300,000
Retail border area and bridges	9,400,000
Child care center, museum, ice rink, carousel, and garden	25,200,000
Interest Costs	7,770,000
Contingency	<u>5,372,000</u>
Total estimated costs	\$110,042,000

SFRA has provided the following summary of the proposed funding sources for the Yerba Buena Gardens project:

Sale of office building site located on Market Street between Third and Fourth Streets	\$50,462,000
Sale of two office building sites located on Third Street between Mission and Howard	43,900,000
Marriott lease payment	9,400,000
Interest earnings	<u>6,280,000</u>
Total sources of funding	\$110,042,000

A majority of the funding would come from the sale of three parcels of land to the private developer, Olympia and York. One site is located on Market Street, between Third and Fourth Streets, and the other two parcels are located on Third Street between Mission and Howard Streets.

Mr. Mario Menchini of the SFRA reports that the sale of the three parcels of land to Olympia and York, the private developer overseeing the commercial and office space development of the Yerba Buena area, has not been completed. As such, the funding to begin work on the Yerba Buena Gardens project is not yet available.

To facilitate the start of construction of the Yerba Buena Gardens, the SFRA proposes to issue up to \$30 million in revenue bonds. The bond proceeds would be used to finance construction of the cultural center and esplanade and would be paid for through the eventual sale of two adjacent parcels of property to Olympia and York. Mr. Bob Gamble estimates that the value of the two parcels of land totals \$43.9 million. According to Mr. Gamble, the proceeds of the sale of these two parcels of land should be sufficient to pay off the principal and interest cost of the bonds.

**Comments:**

1. Mr. Bob Gamble advises that although the proposed resolution authorizes an amount not to exceed \$30 million, the SFRA plans to issue approximately \$28 million in revenue bonds with terms of eight years at an annual interest rate of between eight and ten percent, with a call provision of three years. Since the bond issue is intended to only provide funds for construction until the SFRA sells the two office building sites on Third Street, the call provision allows the

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SFRA to pay off the bonds after three years, once the office building sites are sold.

2. Because the SFRA expects to pay off the bonds after three years, the SFRA has budgeted \$7,770,000 for the interest costs of the proposed bonds for three years. The amount of \$7,770,000 assumes an estimated annual interest rate of 8.5 percent.

3. It should be noted that neither the faith and credit of the City, nor its taxing authority is obligated to pay back the proposed bonds.

**Recommendation:** Approve the proposed resolution.

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Item 8 - File 138-90-2.1

**Note:** This item was continued at the March 27, 1991 Finance Committee meeting.

**Department:** District Attorney

**Item:** Resolution authorizing the District Attorney to expend a State grant.

**Grant Amount:** \$141,460

**Source of Grant:** Office of the State Attorney General

**Term of Grant:** August 1, 1990 through June 30, 1993

**Project:** Child Victim Witness Investigative Pilot Project

**Description:** The Board of Supervisors authorized the District Attorney's Office to apply for and accept the proposed grant on June 18, 1990 (Resolution 466-90). The proposed Child Victim Witness Investigative Pilot Project is one of three demonstration projects chosen by the Attorney General's Office to develop, deliver, and evaluate a comprehensive, multi-disciplinary approach to the investigation of child sexual abuse. The goals of the proposed Child Victim Witness Investigative Pilot Project are to reduce trauma to the child and to improve the truth finding process by reducing the number of interviews and interviewers, developing trained experts in interviewing children, and videotaping interviews of child sexual abuse victims.

<b>Budget:</b>	<u>Personnel</u>	<u>FTE</u>	<u>Amount</u>
	Project Coordinator	.59	\$28,086
	Forensic Advisor	.06	6,035
	Administrative Asst.	.61	15,520
	Grants Manager	.09	5,213
	Accountant	.09	2,950
	Fringe Benefits	—	<u>5,959</u>
	Subtotal Personnel	1.44	\$63,763
	<u>Consultant Services</u>		
	Child Abuse Trainer		
	(\$70/hr x 96 hrs)		\$6,720
	Research Data Training		
	(\$200/day x 60 days)		<u>12,000</u>
	Subtotal Contractual		\$18,720

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Training

Conference Registration	\$1,800	
Travel/Training	<u>19,490</u>	
Subtotal Training		\$21,290

Equipment & Furnishings

3 VCRs	\$900	
Microphones, mixer	600	
600 Videotapes	2,400	
Video camera	1,200	
Camera Stand	100	
Executive work stations	3,000	
File cabinets	1,200	
Personal computer		
& software	2,250	
Printer	700	
Word processor	600	
Evidence Freezer	250	
Forensic Aids	411	
Specimens dryer	<u>350</u>	
Subtotal Equipment & Furnishings		13,961

Renovation of Facility

Sound proof interview room		
with one-way mirror	\$12,000	
Electric wiring for interview		
rooms	600	
Corner riser steps	<u>*700</u>	
Subtotal Renovation of Facility		13,300

Operating Expenses

Photocopy	\$476	
Office Supplies	265	
Postage	142	
Machine rental	165	
Telephone	890	
Audit	<u>1,415</u>	
Subtotal Operating Expenses		3,353

Indirect Costs	<u>7,073</u>	
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TOTAL \$141,460

\* The corner riser steps are designed to videotape children during interviews while minimizing distraction and eliminating possibilities to hide from the camera.

Local Match: None

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**Indirect Cost Rate:** Five percent of the grant

**Comments:**

1. The District Attorney's Office reports that the Department has been incurring expenditures against its operating budget for the Child Victim Witness Investigation Pilot Project since October 1, 1990. The proposed grant funds from the State Attorney General's Office would be used to reimburse the Department's operating budget. As such, the proposed resolution should be amended to allow the District Attorney's Office to expend the proposed grant retroactively.

2. According to Ms. Donna Medley of the District Attorney's Office, the District Attorney's Office was unaware that the previous authorization to apply for and accept the proposed grant (Resolution 466-90) did not include authorization to expend the proposed grant. As such, the District Attorney's Office has been incurring expenditures against the proposed grant.

3. Mr. Ralph Jacobson of the Electronic Information Processing Steering Committee (EIPSC) reports that EIPSC does not need to approve the planned computer equipment purchases (the \$2,250 for a personal computer and software, the \$700 for a printer and the \$600 for the word processor) because the purchases would fall under the "rule of twenty" exemption. The "rule of twenty" exemption stipulates that a City agency may purchase twenty or less personal computers in a year without EIPSC approval.

4. The \$19,490 budgeted for travel and training would fund airfare, mileage and per diem for out-of-town State required training sessions for six child interview specialists and four child abuse policy-makers.

5. The District Attorney's Office is contracting with Research Consulting Services, a nonprofit organization, on a sole source basis for both the Child Abuse Trainer and the Research Data Training due to the uniqueness of the service offered by Research Consulting Services.

6. Attached is the Health Commission's "Summary of Grant Request" form as prepared by the District Attorney's Office.

**Recommendation:** Amend the proposed resolution to authorize the District Attorney's Office to expend the proposed grant retroactively. Approve the proposed resolution as amended.

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## Summary of Grant Request

Rev. 4/10/90

Grantor Attorney General's Office  
 Contact Person Beth Gould  
 Address 1515 "K" Street, Suite 100  
Sacramento, CA 95814  
 Amount Requested \$ 141,460  
 Term: From 8/1/90 To 6/30/93

Division District Attorney's Office  
 Section Victim/Witness Bureau  
 Contact Person Donna Medley  
 Telephone 553-9046  
 Application Deadline 7/10/90  
 Notification Expected July 1990  
 Board of Supervisors: Finance Committee  
Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (supplementation to) grant in the amount of \$ 141,460 from the period of 8/1/90 to 6/30/93 to provide child victim/witness investigative services.

II. Summary: (Concise summary of project purpose, activities, and priorities)  
 San Francisco is one of three demonstration pilot projects chosen by the Attorney General's Office to develop, deliver, and evaluate a comprehensive, multi-disciplinary approach to the investigation of child sexual abuse. The goals are to reduce trauma to the child, improve the truth-finding process, and protect the rights of all involved.

## III. Outcomes/Objectives:

- 1) Reduce the number of interviews/interviewers for the child;
- 2) Develop trained experts in interviewing children;
- 3) Conduct multidisciplinary team case planning and monitoring;
- 4) Videotape interviews of child sexual abuse victims; and
- 5) Participate in research and evaluation of project activities.

## IV. Effects of Reduction or Termination of These Funds:

Reduction or termination of these funds would not permit San Francisco to train interview specialists, construct space for videotaping, or coordinate multidisciplinary review of child abuse cases involved in family, juvenile, and/or criminal courts.

## V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year Only	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	NA	NA	\$141,460			
Personnel			63,763			
Equipment			13,961			
Contract Svc.			18,720			
Mat. & Supp.			265			
Facilities/Space			13,300			
Other			24,378			
Indirect Costs			7,073			

## VI. Data Processing:

(Costs included above)

	NA	NA	NA			
VII. Personnel						
F/T CSC	NA	NA	2			
P/T CSC			3			
Contractual			2			

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
OCJP, General Fund, State Board of Control

Will grant funded employees be retained after this grant terminates? If so, How?  
Employees will be retained if other grant funds are available and applicable to their job classifications.

VIII. Contractual Services: Open Bid X Sole Source                      (If sole source, attach Request for Exemption Form)

Item 9 - File 25-91-7

**Department:** District Attorney

**Proposed Action:** Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

**Services to be Performed:** Process Server Services for the Family Support Bureau

**Description:** The Controller has determined that contracting for these process server services in fiscal year 1991-92 would result in estimated savings as follows:

	<u>Lowest Salary Step</u>	<u>Highest Salary Step</u>
<u>City Operated Service Costs</u>		
Salaries	\$141,425	\$166,878
Fringe Benefits	43,184	48,847
Operating Expenses	<u>9,400</u>	<u>9,400</u>
Total	\$194,009	\$225,125
<u>Contracted Service Cost</u>	<u>163,377</u>	<u>163,377</u>
<u>Estimated Savings</u>	\$30,632	\$61,748

**Comments:**

1. Process server services were first certified as required by Charter Section 8.300-1 in 1986 and have been provided by an outside contractor continuously since then.
2. The current one-year contract, which expires June 30, 1991, is with ABC Legal Process Services. The contracted service cost used for the purpose of this analysis is based on a projection of anticipated trips by service areas and an estimated unit cost as prepared by the District Attorney.
3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

**Recommendation:** Approve the proposed resolution.

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CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department D.A. - Family Support For Time Period FY 1991-92  
Contract Services Legal Process Service

- 1) Who performed services prior to contracting out?

Two Family Support Bureau Staff, 2 8102 Process Servers and 2 8158 FSB Investigator IIs.

- 2) Number of City employees laid off as result of contracting out?

Two vacant positions (2 8102s) were deleted in FY 84/85 budget.

- 3) Explain the disposition of employees if they were not laid off.

N/A.

- 4) What percent of a City employee's time is spent on services to be contracted out?

1/2 position is engaged in contract monitoring.

- 5) How long have these services been contracted out?

Five years.

- 6) What was the first fiscal year for a Proposition J Certification?

Calendar Year 1986 was the first year of the contract.

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

N/A - Since these services are awarded on the basis of low, responsive bid, MBE/WBE accountability resides with the awarding authority - i.e. the Purchaser.

JOSEPH MATRANGA  
Department Representative

Telephone: 553-4319



Item 10 - File 47-91-4

1. The proposed ordinance would authorize the Director of Property to call for bids for a lease of the Seventh and Harrison Parking Lot by approving the required lease documents. Administrative Code Section 17.14 requires approval of the Board of Supervisors by ordinance as to the form of the lease documents and of the invitation for bids.

2. The Seventh and Harrison Parking Lot is located at the southeast corner of Seventh Street and Harrison Street. The lot currently has 310 self-park spaces and serves approximately 14,362 vehicles per month. The five-year lease with City Parking Inc. expired March 20, 1991. City Parking Inc. is currently operating the garage on a month-to-month lease basis, which extends the provisions of the prior five-year lease. The current monthly rental rate payable to the City is 71.64 percent of gross revenue (after deduction of parking tax) with a minimum required monthly rental payment of \$7,000. Average monthly rent currently paid to the City is approximately \$14,209.

3. Mr. Rodney Brown of the Real Estate Department reports that in connection with the construction of the Sheriff's Department Work Furlough and Medical Facility, which is adjacent to the Seventh and Harrison Parking Lot, a portion of this parking lot will be designated for staff parking for these facilities. As such, the parking lot's current revenue generating self-park spaces will be reduced from 310 to 197 self-parking spaces plus up to 75 stacking spaces (valet parking spaces) for a total of 272 spaces. Mr. Brown advises that the reduction in the parking lot's self-park spaces and the addition of valet parking, is anticipated to take effect by June, 1991.

4. Under the proposed lease documents, the new lessee of the parking lot would be required to pay the City a minimum monthly rent of \$6,000 or \$1,000 less per month than the \$7,000 minimum monthly rent under the existing lease. In addition, the proposed lease documents also provide for an increase in parking rates. Mr. Brown advises that the reduction in the minimum monthly rental as well as the increase in the parking rates is being proposed primarily because, as noted above, the number of revenue generating parking spaces will total 272 or 38 less than the existing 310 revenue generating parking spaces. Additionally, since the parking lot will consist of a combination of self-park spaces as well as valet parking spaces, the new lessee would be required to hire an additional parking attendant to handle the valet parking duties.

5. The current and new parking rates (City parking tax of 20% included) to be charged by the lessee per vehicle parked in the Seventh and Harrison Parking Lot are as follows:

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<u>Time</u>	<u>Current Rate</u>		<u>New Rate</u>	
0 to 1 hour	.75		\$1.00	
1 to 2 hours	1.50		2.00	
2 to 3 hours	2.50		3.00	
3 to 4 hours	3.50		4.00	
Over 4 hours	5.00 (max.)		5.00 (max.)	
<u>Monthly Parking</u>	None		None	
<u>Evening after 7 p.m. and All Day Weekends</u>	\$1.00	flat fee by dispensing machine	\$1.00	flat fee by dispensing machine
<u>City and County of San Francisco Recognized Holidays</u>	\$1.00	flat fee by dispensing machine	\$1.00	flat fee by dispensing machine
<u>Motorcycle Parking</u>	\$1.00	day	\$1.00	day

Handicapped Parking: Acceptance of handicapped parking stickers as provided by City ordinance.

Lost Tickets: an amount equal to maximum parking charge for each day the automobile was parked in the parking lot shall be charged unless the lessee can verify that a lower charge is appropriate by identifying the lost ticket from the records.

6. Bidding will be based on the percentage of gross revenues and the \$6,000 minimum rent per month.

### Comments

1. As noted above, the proposed lease documents include new parking rates for the Seventh and Harrison Parking Lot. As such, the Board of Supervisors' approval of the proposed lease documents would constitute approval of the proposed new parking rates as well.

2. Subsequent to completion of the competitive bidding procedures, the actual award of a new lease will be subject to separate legislation which will require approval by the Board of Supervisors. The proposed legislation only approves the lease documents as to form, which constitutes approval of the proposed new parking rates, and authorizes the Director of Property to seek competitive bids for the leasing of the Seventh and Harrison Parking Lot. The award of a new lease will be subject to approval by the Board of Supervisors in subsequent legislation.

### Recommendation

Approve the proposed ordinance.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item 11 - File 185-91-1

**Department:** Real Estate Department

**Item:** Ordinance to select and set aside additional land at Central Fire Alarm Station - Jefferson Square for the construction of an operations and communications center.

**Description:** The proposed ordinance would authorize the expansion of the site for the Central Fire Alarm Station located at 1003 Turk Street, Jefferson Square, between Laguna and Gough Streets, by 3,284.25 square feet to allow for the construction of a temporary Emergency Operations and Communications Center. As the design for the Emergency Operations and Communications Center progressed, it was determined that an additional 3,284.25 square feet would be required to accommodate the proposed temporary Emergency Operations and Communications Center. As reflected in the attachment, the original project area is 18,649 square feet plus the proposed expansion of 3,284.25, equals a total project area of 21,933.25 square feet.

The proposed 3,284.25 square feet in additional land is City-owned undeveloped land. As such, there are no acquisition costs to the City to authorize the expansion of the site for the Central Fire Alarm Station at 1003 Turk Street, Jefferson Square.

**Comments:** 1. The proposed expansion is part of the Final Negative Declaration currently pending before the Board of Supervisors for approval (File 101-89-149.1). Pursuant to Section 3.527 of the City Charter, the Department of City Planning has declared that the proposed expansion is in conformity with the Master Plan and is consistent the Eight Priority Policies of Planning Code Section 101.1.

2. Funding for the temporary Emergency Operations and Communications Center is currently pending before the Board of Supervisors for approval (File 101-89-149).

**Recommendation:** Approve the proposed ordinance.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

# ASSESSOR'S BLOCK 759

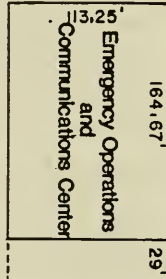


TURK

LAGUNA

275

City Property



JEFFERSON SQUARE

275

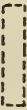
GOUGH

893.75

GOLDEN GATE AVE.



Original area 18,049 sq.ft.



Additional area 3,284 sq.ft.

SCALE 1"=100'

Item 12 - File 197-91-2

1. The proposed resolution would approve rules and regulations as amended for administration of the Non-profit Performing Arts Loan Program.

2. Chapter 50 of the San Francisco Administrative Code established the Non-profit Performing Arts Loan Program (NPALP) to provide low-cost loans for facilities maintenance, acquisition and capital improvements to nonprofit performing arts groups. Under Section 50.10 of the Administrative Code, the Director of the Mayor's Office of Housing is responsible for administration of all aspects of the NPALP.

3. Section 50.11 of the Administrative Code provides that the Board of Supervisors must approve, prior to their effective date, all rules and regulations developed by the Director of the Mayor's Office of Housing for the Administration of the NPALP.

Comment

The Mayor's Office of Housing has requested that this item be continued to the Finance Committee meeting of April 10, 1991, in order that companion legislation to this item (File 97-91-14), which would amend the Administrative Code to clarify eligibility for and conditions and administration of the Non-profit Performing Arts Loan Program, can be considered at the same time by the Finance Committee.

Recommendation

Continue this item for one week as requested by the Mayor's Office of Housing.



Item 13 - File 25-91-6

**Department:** Department of Social Services (DSS)

**Proposed Action:** Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

**Services to be Performed:** Security Guard services at 150 and 170 Otis Street, 1440 Harrison Street, 1625 Van Ness and San Francisco General Hospital Facilities.

**Description:** The Controller has determined that contracting for these security guard services in fiscal year 1991-92 would result in estimated savings as follows:

	<u>Lowest Salary Step</u>	<u>Highest Salary Step</u>
<u>City Operated Service Costs</u>		
Salaries	\$683,520	\$826,383
Fringe Benefits	204,808	236,595
Operating Expenses	<u>20,000</u>	<u>20,000</u>
Total	\$908,328	\$1,082,978
<u>Contracted Service Cost</u>	<u>616,845</u>	<u>616,845</u>
<u>Estimated Savings</u>	\$291,483	\$466,133

**Comments:** 1. Security guard services were first certified as required by Charter Section 8.300-1 in 1978 and have been provided by an outside contractor since 1971.

2. The current one-year contract, which expires August 31, 1991, is with Burns International Security Services. The Contracted Service Costs used for purposes of this analysis are the projected costs submitted by Burns International Security Services for the period of September 1, 1991 through August 31, 1992.

3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department SOCIAL SERVICES 45  
Contract Services SECURITY SERVICES  
For the term starting approximately 9/1/91 through 8/31/92

1) Who performed services prior to contracting out?

It was contracted out since the service was established.

2) Number of City employees laid off as a result of contracting out?

None

3) Explain disposition of employees if they were not laid off.

N/A

4) What percent of a City employee's time is spent on services to be contracted out?

None

5) How long have the services been contracted out?

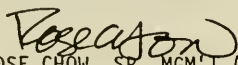
20 years

6) When was the first fiscal year for a Proposition J certification?

1978

7) How will contract services meet the goals of your MBE/WBE Action Plan?

It will conform with the plan.

  
ROSE CHOW, SR. MGMT ASST.

Department Representative  
557-5404

Telephone

RY:ac(85GEN60)



Item 14 - File 25-91-8

**Department:** Public Works

**Proposed Action:** Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

**Services to be Performed:** Security Guard Services at 450 McAllister Street

**Description:** The Controller has determined that contracting for these security guard services in fiscal year 1991-92 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Costs</u>		
Salaries	\$16,015	\$19,383
Fringe Benefits	<u>5,516</u>	<u>6,266</u>
Total	\$21,531	\$25,649
<u>Contracted Service Cost</u>	<u>12,440</u>	<u>12,440</u>
Estimated Savings	\$9,091	\$13,209

- Comments:**
1. Security Guard Services were first certified as required by Charter Section 8.300-1 in 1989 and have continued to be provided by an outside contractor since then.
  2. The current one-year contract, which expires June 30, 1991, is with Cal State Patrol Services, Inc. The Contracted Service Cost used for the purpose of this analysis is an informal bid from the current contractor.
  3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**CHARTER 8,300-1 (Proposition J) QUESTIONNAIRE**Department DPW- Bureau of Building InspectionContract Services For Building Security ServicesFor the term starting approximately July 1, 1991 through June 30, 1992

- 1) Who performed services prior to contracting out?

Cal State Patrol Service, Inc.

- 2) Number of City employees laid off as a result of contracting out?

None

- 3) Explain disposition of employees if they were not laid off.

Not applicable

- 4) What percent of a City employee's time is spent on services to be contracted out?

4 hours per day

( 5:00 P.M. to 9:00 P.M. Monday through Friday except holidays for which the city offices are closed.) One Tuesday each month and 1st and 3rd Wednesday each month which time are extended up to 11:00 P.M.

- 5) How long have the services been contracted out?

Fiscal Year 1991-1992.

- 6) When was the first fiscal year for a Proposition J certification?

Fiscal Year 1989-1990.

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?
- 
- Current contractor is qualified MBE, with certification No. 21-101-00201 by Human Rights Commission. This could be a part of the BBI - MBE /WBE Affirmative Action Plan.

Paulette HooeyDepartment Representative( 415) 558-6237Telephone

Item 15 - File 146-91-3

**Department:** Department of Public Health (DPH)  
Central Administration

**Item:** Resolution authorizing the Department of Public Health to accept and expend a new State grant.

**Grant Amount:** \$55,060

**Source of Funds:** State Department of Health Services

**Grant Period:** April 1, 1991 through December 31, 1991

**Project:** - Immigration Reform and Control Act (IRCA) Outreach Program

**Description:** The Board of Supervisors authorized the DPH to apply for the proposed grant (File No. 146-90-83) on December 3, 1990. The proposed State grant would be used by the DPH to fund outreach activities aimed at persons residing in San Francisco, who have passed through the first stage of the amnesty process outlined under the Immigration Reform and Control Act of 1986 (IRCA), and are now temporary legal residents. Specifically, the DPH is proposing to contract with the Coalition for Immigrant and Refugee Rights and Services (CIRRS) to deliver information to the project's target population in the following two categories: (1) where health services are available and how to obtain them and (2) the importance of identifying oneself as a temporary legal resident to service providers.

The DPH, in collaboration with CIRRS, would develop and distribute bilingual (Spanish/English) informational materials and utilize ethnic language media, including television, radio and newspapers, to inform the project's target population about health services. DPH reports that the proposed grant would be used to produce bilingual (Spanish/English) informational materials because temporary legal residents are predominantly Spanish speaking, and there are smaller numbers of Chinese, Korean and Filipino temporary legal residents who are often English speaking. In addition to this outreach effort, a billfold-sized card would be developed and distributed, with one side listing major health service sites, and the other side informing its carrier of the possibility of financial assistance for health benefits. Secondly, eligibility workers in community clinics would receive training on how and when to ask whether patients are temporary legal residents, so that they can be

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

given appropriate information on eligibility for health care and health care financing.

No. of Persons  
to be Served:

Approximately 15,000.

Local Match:

None.

Indirect Costs:

\$5,419 or approximately 17% of Personnel costs.

Project Budget:

<u>Personnel</u>	<u>FTE</u>		
Health Educator	.30	\$15,655	
Public Health Service Aide	.50	11,679	
Fringe Benefits		<u>4,540</u>	
Total Personnel	.80		\$31,874
Indirect Costs			5,419
Printing Materials and Supplies			5,851
Contractual Services - Coalition for Immigration Rights and Refugee Services (CIRRS)			<u>12,906</u>
Total Budget			\$56,050

Comments:

1. As reflected in the above budget, Dr. Jan Ouren of DPH reports that the proposed grant award is in the amount of \$56,050. Therefore, the proposed resolution should be amended to authorize the DPH to accept and expend a State grant in the amount of \$56,050, instead of \$55,060, an increase of \$990.
2. According to Dr. Ouren, if the proposed grant award is terminated or reduced in the future, then project staff positions would be deleted or reduced accordingly. As reflected in the above budget, the proposed grant award would provide .80 FTE staff to the Department.
3. Dr. Ouren reports that the contract with the Coalition for Immigration Rights and Refugee Services (CIRRS) would be awarded on a sole-source basis. CIRRS is a network of 80 agencies providing services to immigrant and refugees in the Bay area, and it is also the regional IRCA Outreach Contractor with the State Department of Health Services. Since no other agency has the capacity to link up with the 80 agencies having similar missions, DPH concludes that CIRRS represents the most cost effective use of the proposed grant award.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

4. The Health Commission's "Summary of Grant Request" as prepared by DPH is attached.

**Recommendation:** Amend the proposed resolution to authorize the DPH to accept and expend a State grant in the amount of \$56,050, instead of \$55,060. Approve the proposed resolution as amended.

Grantor State Department of Health Services Division Central Administration  
 Contact Person Karen Nelson Section Planning  
 Address 714 P St., Rm. 540 Contact Person Jan Ouren  
Sacramento, CA 95814 Telephone 554-2635  
 Amount Requested \$56,050 Application Deadline None  
 Term: From 4/1/91 To 12/31/91 Notification Expected Not known  
 Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_  
 Full Board \_\_\_\_\_

I. Item Description: Request to ~~(apply for)~~ (accept and expend) a (new) ~~(continuation)~~ (renewal) (supplemental) (ex-  
 (Circle appropriate words) grant in the amount of \$56,050 from the period of 4/1/91 to 12/31/91  
 to provide materials and resources identifying health services services  
 available to lawful temporary residents of San Francisco

II. Summary: (Concise history; brief statement; number & groups served; services and providers)  
 The San Francisco Department of Health will collaborate with the Coalition for  
Immigration Rights and Refugee Services (CIRRS) organization in design, development and  
distribution of informational and other resources identifying health services available to  
lawful temporary residents of San Francisco. Original application was in the amount of  
\$197,900. Approval to apply was given by Health Commission and Board of Supervisors in  
November and December 1990.

III. Outcomes/Objectives:

IV. Effects of Reduction or Termination of These Funds:

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			\$56,050			
Personnel			31,874			
Equipment						
Contract Svc.			12,906			
Mat. & Supp.			5,851			
Facilities/Space						
Other						
Indirect Costs			5,419			

VI. <sup>4/1/91</sup> Data Processing

(now included above)

3,742

VII. Personnel

F/T CSC					
P/T CSC			.8		
Contractual			.2		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
Public Health Service Aide will only be working 1/2 time.

Will grant funded employees be retained after this grant terminates? If so, How?  
No. One time project

VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source X (If sole source, attach Request for Exemption Form)



Memo to Finance Committee  
April 3, 1991

Item 16 - File 146-91-17.1

**Department:** Department of Public Health (DPH),  
Emergency Medical Services Agency (EMS)

**Item:** Resolution authorizing the Department of Public Health to  
accept and expend a private grant.

**Grant Amount:** \$5,200

**Source of Funds:** Fujisawa Pharmaceutical Company

**Grant Period:** April 15, 1991 through June 30, 1992

**Project:** Trial Study: Adenosine in Prehospital Care

**Project Description:** The Board of Supervisors authorized the DPH to apply for the  
proposed grant (File No. 146-91-17) on February 19, 1991. The  
proposed grant would fund a State approved trial study, in  
conjunction with Santa Clara County, to determine the  
efficacy of the drug adenosine in converting supraventricular  
tachycardia (stabilizing the cardiac rhythm) in the pre-  
hospital setting. The drug adenosine is currently used at San  
Francisco hospitals in a physician setting and in a pre-  
hospital setting as authorized by the local EMS agency. It is  
believed that adenosine is more effective with fewer side  
effects than other drugs used for the same purpose.

The proposed grant would fund a part-time DPH paramedic  
to assist in data collection and analysis to evaluate the effects  
of the drug adenosine on pre-hospital patients. According to  
Title 22 of the California Health and Safety Code, a drug may  
be considered in the paramedic scope of practice if a scientific  
trial study is conducted to demonstrate its safe and effective  
use. The proposed grant would fund such a trial study for  
the drug adenosine.

<b>Project Budget:</b>	<u>Personnel</u>	<u>FTE</u>	
	Paramedic	.1	\$4,500
	Subtotal Personnel		\$4,500
	Indirect Costs		<u>500</u>
	Total Budget		\$5,000

**Local Match:** None

**Indirect Costs:** \$500 or 10 percent of the the proposed grant.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Comments:**

1. As reflected in the above budget, Ms. Abbie Yant of DPH reports that Fujisawa Pharmaceutical Company has informed DPH that the proposed grant award will be \$5,000. Therefore, the proposed resolution should be amended to authorize the DPH to accept and expend a grant award in the amount of \$5,000, instead of \$5,200, a decrease of \$200.
2. Fujisawa Pharmaceutical Company is providing the funding for the proposed study because they manufacture and distribute the drug adenosine. Fujisawa may use and publish the analysis from the proposed study.
3. The Health Commission's "Summary of Grant Request" as prepared by the DPH is attached.

**Recommendation:** Amend the proposed resolution to authorize DPH to accept and expend a private grant for \$5,000, instead of \$5,200. Approve the proposed resolution as amended.

## Item No. \_\_\_\_\_ Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor Fujisawa Pharmaceutical Company  
 Contact Person Pat Bright  
 Address 3 Parkway North  
Deerfield, ILL 60015-2548

Amount Requested \$5,000  
 Term: From 04/15/91 To 06/30/92

Health Commission \_\_\_\_\_

Division Central OfficeSection EMS AgencyContact Person Abbie S. YantTelephone 554-2920Application Deadline Open

Notification Expected \_\_\_\_\_

Board of Supervisors: Finance Committee \_\_\_\_\_

Full Board \_\_\_\_\_

I. Item Description: Request to ~~(apply for)~~ (accept and expend) a (new) (continuation) (allocation) (augmentation) (a) grant in the amount of \$5,000 from the period of 04/15/91 to 06/30/92 to provide funds for personnel to assist in a study using the services drug adenosine in the prehospital setting.  
 (Check appropriate words)

II. Summary: (Concise/brief; need addressed; number & groups served; services and providers)

This study, previously authorized by the respective local Medical Directors, is needed to evaluate the use of the drug adenosine by paramedics in the prehospital setting in San Francisco and Santa Clara Counties. This grant will fund a part time paramedic to assist in the data collection and analysis from this study.

III. Outcomes/Objectives:

The result of this study will be forwarded to the State EMS Authority for their consideration in expanding the State Paramedic Scope of Practice.

IV. Effects of Reduction or Termination of These Funds:

This is a one time only study with a single outcome. Funds will not be needed beyond the study timeframe.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			\$5,000			
Personnel			\$4,500			
Equipment						
Contract Svc.			N/A			
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs			\$500			

VI. Data Processing

(none included above)

VII. Personnel

F/T CSC \_\_\_\_\_

P/T CSC \_\_\_\_\_

Contractual \_\_\_\_\_

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
Full-time civil service employee



Item 17 - File 101-90-10.2

**Note:** This item was continued at the March 27, 1991 Finance Committee meeting.

**Department:** Asian Art Museum (AAM)

**Item:** Request a release of reserved Earthquake Safety Bond funds to commence the predesign study and design phases of seismic improvements to the existing Main Library.

**Amount:** \$1,357,365

**Source of Funds:** Earthquake Safety Bond Funds

**Description:** In September, 1990, the Board of Supervisors approved the first bond sale appropriation request of \$18,927,166 for Phase I of the Earthquake Safety Program (File 101-90-10). Of the \$18,927,166 approved, \$6,756,266 was placed on reserve subject to release by the Finance Committee. The Asian Art Museum's share of this \$6,756,266 in reserve was \$1,357,365 for the predesign study and design phases of seismic improvements to the existing Main Public Library which is to be renovated to serve as the "Asian at the Civic Center." The \$1,357,365 was placed on reserve pending selection of design and engineering consultants, a budget for the contract hours, and the MBE/WBE/LBE status of the contractors.

The Asian Art Museum is now requesting a release of the \$1,357,365 in reserved funds. The Asian Art Museum selected an engineering firm through a Request For Qualifications (RFQ) process. A total of 27 firms were sent notices informing them of the RFQ. Of the firms notified, 11 firms submitted their qualifications to the Asian Art Museum. After interviewing and reviewing the top four firms, Rutherford and Chekene, an LBE firm, was selected for the job. Rutherford and Chekene is neither a MBE nor a WBE firm. Rutherford and Chekene intend to subcontract eight percent of the contract to Michael Willis and Associates, a City certified MBE firm and five percent to Pegasus Engineering Inc., a City certified WBE firm.

The Asian Art Museum also proposes to hire an outside contractor to perform a peer review of the primary contractor. The proposed peer review contractor has not yet been selected, nor has the Asian Art Museum initiated a RFQ.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
April 3, 1991

**Project Budget:**

<u>Predesign</u>	<u>Total Cost Per Hour</u>	<u>Hours</u>	<u>Amount</u>
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AAM Management (05/1/90 - 01/31/91)

Project Manager	\$48	73	\$3,523
Consultant	85	30	2,544
Operations Mgr	24	85	2,070
Planning Assistant	14	50	695
Printing & Messenger Svcs			810
Meeting lunches			<u>663</u>
Subtotal			\$10,305

AAM Management (02/01/91 - 12/31/91)

Consultant	\$85	288	\$24,480
Planning Assistant	15	264	3,955
10% Contingency fee			2,825
Printing & Messenger			1,430
Meeting Lunches			<u>1,650</u>
Subtotal			34,340

Subtotal AAM Management			\$44,645
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Primary Contractor: Rutherford & Chekene

Establish Criteria	\$75	80	\$6,000
Seismic Analysis	61	580	35,500
Seismic Isolation	66	120	8,000
Masonry Investigation	75	40	3,000
Collection Protection	75	40	3,000
Foundation			
Investigation	72	160	11,500
Reports/Drawings	62	680	42,000
Cost Estimating	75	20	1,500
Project			
Administration	75	200	15,000
Operational Costs			22,500
Subtotal			\$148,000

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



<u>Predesign</u>	<u>Total Cost Per Hour</u>	<u>Hours</u>	<u>Amount</u>
<u>Subcontractors</u>			
Charles Kircher	\$120	208	\$25,000
Bob Nigbor	78	308	24,000
Pegasus Engineer	100	150	15,000
Schwain Christenson	*		35,000
Adamson Associates	*		15,000
Michael Willis & Associates	80	150	<u>12,600</u>
Subtotal			\$126,600
Contingency fee (10% of contractors and subcontractors)			<u>27,460</u>
Subtotal Primary Contractor & Subcontractors			\$302,060
Peer Review			<u>36,990</u>
Subtotal Predesign			\$383,695
<u>Design</u>			
AAM Management			\$66,967**
Architect (approximately 10% of the cost of construction)			<u>906,703</u>
Subtotal Design			<u>\$973,670</u>
Total			\$1,357,365

\* Compensation based on a breakdown of tasks.

\*\*Includes a 10 percent contingency fee.

**Comments:**

1. The Asian Art Museum reports that an architect for the design phase of the "Asian at the Civic Center" project has not been selected. In addition, as of the writing of this report, the AAM was not able to provide a detailed budget for the \$66,967 budgeted for AAM management of the design phase of the project. As such, the \$973,670 budgeted for the design phase of the "Asian at the Civic Center" project should be placed on reserve pending selection of the architect, a budget for the architect's hours, the architect's MBE/WBE/LBE status, and a detailed budget for the AAM management of the design phase of the project.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

2. Further, Mr. Nothenberg, Chief Administrative Officer, advises that the Asian Art Museum has not yet raised the private funds necessary to convert the Old Main Library to the "Asian at the Civic Center". As such, the \$973,670 identified for the design phase of the project should be reserved pending evidence of adequate private funding for the conversion of the Main Library to the "Asian at the Civic Center."

3. As noted above, the Asian Art Museum has not selected a contractor to perform the peer review of the primary contractor. As such, the \$36,990 budgeted for the peer review of the primary contractor should be placed on reserve pending selection of the firm for the peer review, a budget for the contract and the firm's MBE/WBE/LBE status.

4. Ms. Jennifer Vickers of the Asian Art Museum reports that \$663 and \$1,650, for a total of \$2,313, are budgeted for meeting lunches for the seismic review committee. The seismic review committee is comprised of 14 persons mostly from the private sector who have met and are planning to meet to review individual contractor's qualifications. Ms. Vickers advises that the 14 members of the review committee spend full days in the meetings without compensation from the AAM. Ms. Vickers advises that the AAM believes it is obligated to provide lunches to the seismic committee members.

5. Ms. Vickers reports that the \$10,305 budgeted for AAM management for the period of May 1, 1990 through January 31, 1991 represents costs already incurred by the AAM. The Asian Art Foundation funded this \$10,305. Therefore, the proposed request of release of \$10,305 from the Earthquake Safety Bond Funds would reimburse the Asian Art Foundation.

6. The Project Manager and Consultant listed under AAM Management from May 1, 1991 through January 31, 1991 are the same person. The Project Manager left the Asian Art Museum and became a private consultant who is now working part-time for the Asian Art Museum.

**Recommendations:** 1. Continue to reserve the \$36,990 budgeted for peer review pending selection of the firm to perform the peer review, a budget for the peer review and the firm's MBE/WBE/LBE status.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

2. Continue to reserve the \$973,670 budgeted for the design phase of the "Asian at the Civic Center" project pending selection of an architect, a budget for the architect's hours, the architect's MBE/WBE/LBE status, a detailed budget for the AAM management of the design phase of the project, and evidence that the AAM has raised sufficient private funds to proceed with the design phase of the project.

3. Release the \$302,060 for the primary contractor Rutherford & Chekene contract and for the subcontractors and release the \$44,645 for the AAM management of the predesign phase of the project.



Item 18 - File 51-90-4.3

The proposed item would transmit the claim of one employee, Mark Sangervasi, Municipal Railway, for the cost of personal property which has been stolen in the line of duty.

The specific claim included in the proposed item and the Controller's recommendation for payment is as follows:

<u>Department/Claimant</u>	<u>Item</u>	<u>Amount Claimed</u>	<u>Amount Controller Recommended</u>
<u>Municipal Railway</u> Mark Sangervasi	Stolen Tools	601.84	0

Comments

1. At the March 13, 1991 Finance Committee meeting, the Committee severed those claims which the Controller recommended for zero reimbursement from those claims recommended for partial or full reimbursement. The Finance Committee addressed the claims recommended for partial or full reimbursement on March 20, 1991. The Finance Committee addressed all of the claims recommended for zero reimbursement on March 27, 1991, except for the one claim that is the subject of the proposed item.

2. Section 10.25-5 of the City's Administrative Code states that payment of claims shall be made by the Controller when (a) a verified claim has been filed; (b) the department head certifies to the Controller that the damage occurred in the line of duty and that the amount certified for payment is fair and reasonable; and (c) funds are available for the purpose. Furthermore, Section 10.25-8 specifies that if the Board of Supervisors finds that the damage or loss occurred in the line of duty and without fault of the officer or employee and was occasioned by unusual circumstances or the occurrence of an extraordinary event, the Board may by resolution, adopted by a 3/4 vote of all its members, order that the claim or any part of the claim be paid, provided that the Controller has certified that monies are available from the proper funds or appropriation with which to pay the claim.

3. The Controller has indicated that the Municipal Railway, the City department involved in the proposed claim, did not recommend reimbursement of this claim. On March 27, 1991, the Finance Committee requested that Municipal Railway representatives appear at the April 3, 1991 Finance Committee meeting to comment on the proposed item.

Memo to Finance Committee  
April 3, 1991

**Recommendation**

Approval of the proposed item is a policy matter for the Board of Supervisors. If the Committee wishes to approve this claim, a resolution should be prepared in and reported out of Committee to authorize the payment of this claim totalling the amount recommended.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item 19 - File 100-91-3

**Note:** This item was continued from the March 27, 1991 Finance Committee meeting.

This item is a hearing to consider the status of the projected budget shortfall for the City and County of San Francisco for Fiscal Year 1991-92.

On February 20, 1991, the Mayor's Office, the Board of Supervisors Budget Analyst and the Controller's Office issued a report presenting their projection for Fiscal Year 1991-92 General Fund revenues and expenditures. According to this report, if the City continues the current level of services provided in Fiscal Year 1990-91, it is projected that the City will face a shortfall of between \$116.9 million and \$158.3 million in Fiscal Year 1991-92. The projected shortfall in the projections for Fiscal Year 1991-92 is a result of reduced revenue growth, mandated salary increases and additional costs associated with maintaining current service levels and complying with court mandates. It should be noted that since the State budget allocations have not been determined, the City's reported projections for Fiscal Year 1991-92 do not assume any changes in State funding for City programs.

On January 31, 1991, the Controller's Office issued an initial report which projected the ending General Fund balance for Fiscal Year 1990-91 at \$2.8 million, which represents a sharp decrease from the previous year, when the ending balance was \$51.4 million.

On March 19, 1991, the Controller's Office issued an updated report which projected the ending General Fund balance for Fiscal Year 1990-91 at a \$7.4 million deficit. This projected deficit for Fiscal Year 1990-91 is the result of expenditures greater than the amount budgeted for the fiscal year coupled with decreases in budgeted revenues.

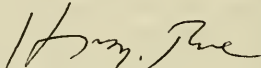
The City Charter prohibits the City from incurring a deficit. Therefore, the Controller has indicated that he will take the necessary actions to insure that the City does not incur a deficit. On March 26, 1991, the Controller issued a report to the Board of Supervisors indicating the potential sources of savings that have been identified to insure that the City does not end Fiscal Year 1990-91 with a shortfall. The Controller's Office reports that they will continue to review and update all General Fund supported departments' proposed expenditures and revenues, and to provide periodic updates to the Board through the Finance Committee as the identified sources of funds become more certain.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
April 3, 1991

Comments

The Finance Committee requested that the Budget Analyst and the Legislative Policy Analyst provide information to the Committee regarding the process for reviewing the 1991-92 budget. The attachment provides a proposed 1991-92 budget schedule prepared by the Budget Analyst's Office for consideration by the Finance Committee. The Budget Analyst will be present at the April 3, 1991 Finance Committee meeting to discuss the proposed budget process with the Committee. Ms. Caroline McCall of the Legislative Policy Analyst staff also reports that she will be present at the Finance Committee on April 3, 1991 to discuss the proposed budget process with the Finance Committee.

  
Harvey M. Rose

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Britt  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Sam Yockey  
Ted Lakey

BOARD OF SUPERVISORS  
BUDGET ANALYST

CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

March 1, 1991

Mr. John L. Taylor  
Clerk of the Board  
Board of Supervisors  
Rom 235, City Hall  
San Francisco, California 94102

Dear Mr. Taylor:

I am transmitting to you the attached proposed 1991-92 budget schedules for consideration by the Finance Committee.

These proposed schedules include three departmental hearings and three budget review meetings.

Please advise me of any changes in the proposed schedules which the Finance Committee decides to make.

Sincerely,

A handwritten signature in dark ink, appearing to read "Harvey M. Rose".

Harvey M. Rose  
Budget Analyst

Attachments

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President Ward

## 1991-92 BUDGET CALENDAR

- June 1** Transmittal of budget from Mayor to Board of Supervisors.
- June 1 through June 11** Analysis of budget and preparation of recommendations on Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance by Budget Analyst for consideration by the Finance Committee.
- June 12** Hearing by the Finance Committee to consider recommendations on Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance.
- June 13 through June 16** Preparation of recommendations on budget by Budget Analyst for consideration by the Finance Committee.
- June 17** Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance reported to full Board of Supervisors with Finance Committee recommendations; Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance passed for second reading.
- June 18, 19, 20** Finance Committee departmental hearings on Annual Budget.
- June 24** Interim Annual Appropriation Ordinance and Interim Annual Salary Ordinance finally passed by Board of Supervisors. Board of Supervisors public hearing on Annual Budget, 4:00 p.m.
- June 25 through July 8** Finance Committee budget review meetings.
- June 28 through July 8** Preparation by Budget Analyst of Finance Committee recommendations to Board of Supervisors on Annual Budget.
- July 5, 8, 9** Annual Appropriation Ordinance and Annual Salary Ordinance prepared by Controller and Civil Service Commission.
- July 15** Annual Budget reported to Board of Supervisors with Finance Committee recommendations and budget message.
- July 22** Board of Supervisors adopts budget.
- July 22** Annual Appropriation Ordinance and Annual Salary Ordinance passed for second reading.
- July 29** Annual Appropriation Ordinance and Annual Salary Ordinance finally passed.
- August 20** Last day for Board to act on Mayor's veto of Annual Appropriation Ordinance.

**FINANCE COMMITTEE  
DEPARTMENTAL HEARINGS**

**Finance Committee Public Hearing, June 18, 1991 1:30 p.m.**

**General Administration & Finance**

- 70 Chief Administrative Officer
- 93 Convention Facilities Management
- 25 Mayor
- 01 Board of Supervisors
- 03 City Attorney
- 08 Treasurer - Tax Collector
- 09 Controller
- 91 Purchaser
- 02 Assessor
- 78 Recorder
- 82 Records Center
- 80 Registrar
- 29 City Planning
- 37 Permit Appeals
- 65 Rent Arbitration Board
- 71 Real Estate
- 30 Civil Service
- 33 Health Service System
- 44 Retirement System

**Public Protection**

- 10 Superior Court
- 15 County Clerk
- 11 Municipal Court
- 12 Juvenile Court
- 63 Law Library
- 72 County Agriculture - Weights & Measures
- 74 Medical Examiner/Coroner
- 79 Public Administrator/Guardian
- 44 District Attorney
- 05 Public Defender
- 06 Sheriff
- 13 Adult Probation
- 31 Fire
- 38 Police

Finance Committee Public Hearing, June 19, 1991 1:30 p.m.

Culture and Recreation

- 07 County Education Office
- 60 Academy of Sciences
- 28 Art Commission
- 46 War Memorial
- 61 Fine Arts Museums
- 62 Asian Art Museum
- 41 Public Library
- 42 Recreation and Park Commission

Public Works, Transportation and Commerce

- 90 Public Works
- 92 Clean Water Program
- 27 Airport
- 39 Port
- 36 Parking and Traffic
- 75 Electricity
- 40 Public Utilities Commission (PUC)
- 49 PUC Light, Heat and Power
- 32 Hetch Hetchy Project
- 47 Water
- 35 Municipal Railway



Finance Committee Public Hearing, June 20, 1991 1:30 p.m.

Human Welfare

- 26 Commission on Aging
- 34 Human Rights Commission
- 48 Commission on the Status of Women
- 45 Social Services

Community Health

- 83 Public Health Central Office
- 85 Laguna Honda Hospital
- 86 San Francisco General Hospital
- 87 Community Mental Health Services

99 Capital Projects



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CITY AND COUNTY



OF SAN FRANCISCO

## BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

April 3, 1991

DOCUMENTS DEPT.

TO: Finance Committee

APR 5 1991

FROM: Budget Analyst - Recommendation

SAN FRANCISCO  
PUBLIC LIBRARY

SUBJECT: April 4, 1991 Special Meeting of the Finance Committee

Item 1 - File 12-91-10

1. The proposed resolution would oppose the suspension of State Proposition 98 and urge the San Francisco delegation in the State Legislature to take necessary action to maintain the full implementation of Proposition 98 and find revenue sources for fair funding for health and other vital human services in the 1991-92 State budget.

2. Proposition 98 was passed by a majority of the electorate in 1988. The provisions of Proposition 98 guarantee base funding of 40 percent of the State General Fund for the K-14 public education system, ensuring a minimum percentage of the State budget. The San Francisco Unified School District (SFUSD) reports that the District is currently scheduled to receive an estimated \$292.1 million in total revenues (State General Fund, Child Development and Special Education) for FY 1990-91. According to Mr. Bob Golton of the San Francisco Unified School District, the suspension of State Proposition 98, would result in a \$24.8 million reduction in total revenues for the District for FY 1991-92. The District advises that this reduction in funds would require the District to (1) terminate 585 teachers plus 253 additional school personnel, (2) eliminate all middle school and high school extracurricular (i.e., band, drama) and interscholastic (sports) activities, and (3) eliminate all elective courses in 9th and 10th grades and in middle school, which would result in a reduction in daily class periods from six to five periods.

3. Mr. Bob Gabriner of the San Francisco Community College District reports that the District's total revenues for FY 1990-91 total approximately \$98 million. Mr. Gabriner advises that the District anticipates that the suspension of Proposition 98 would result in an approximate \$11 million reduction in revenues for FY 1991-92. Mr. Gabriner advises that while the reduction would have a significant impact on the District's instructional program, specific reductions in the program have not, as yet, been identified.

### Comments

1. The Governor has recently announced that the State is estimating there will be a \$12.6 billion deficit in the State's budget for fiscal year 1991-92.

2. In accordance with the City Charter and the State Education Code, the City is required to pay for certain costs in connection with the San Francisco Unified School District. These costs include, compensating members of the Board of Education, paying a portion of the County Superintendent's salary, paying certain fixed charges and providing a portion of the financing of George Washington Carver Elementary School. A total of \$369,838 (General Fund) was budgeted for these purposes in the County Education Office's FY 1990-91 budget, as follows:

Board of Education	\$42,000
County Superintendent's Salary	9,512
Fringe Benefits	1,717
Bond Amortization and Auditor's Fees (relating to construction of George Washington Elementary School)	263,215
Insurance (Carver Elementary)	52,269
Materials and Supplies	<u>1,125</u>
	\$369,838

3. In addition to the above \$369,836 budgeted for the County Education Office, the City also provides services to the San Francisco Unified School District for which the City is not reimbursed. The services provided to the District along with estimated annual costs, as prepared by the Mayor's Office, are listed below:

<u>Department</u>	<u>Services Provided</u>	<u>Estimated Annual Costs</u>
Department of Public Health	Provides school-based health services. Seed money to employ two Nurses and two Health Workers who respond to requests from the SFUSD to assess student health problems.	\$130,000
Fire Department	1 Inspector who visits schools to perform inspections	60,000

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

<u>Department</u>	<u>Services Provided</u>	<u>Estimated Annual Costs</u>
Light Heat and Power	The City pays Hetch Hetchy Power plant for the electricity at a reduced rate. SFUSD benefits by paying the City instead of having to pay P.G.&E directly (this averages out to about a 2/3 savings).	\$1,926,137
Municipal Railway	Additional buses added during school days to transport students	1,500,000
Police Department	School Crossing guards "School Car" 1 Officer per school district at \$69,000 x 9 districts	506,000 621,000
Recreation and Park Department	The SFUSD uses Recreation Centers and Parks for its athletic activities. Likewise, the Recreation and Park Department uses schools for its activities. The net costs to the City are an estimated \$88,580.	88,580
Registrar	Approximately 15% of the Registrar's budget goes toward running the Community College District Governing Board and the SFUSD Board of Education elections. The overall budget of the Registrar's Office is approximately \$2.2 million.	330,000
Retirement	Workers Compensation for Miscellaneous Employees in the Community College District	20,000
Water Department	Provides educational curriculum to teach students at SFUSD how to conserve natural resources	50,000
	Total	<hr/> \$5,231,717

BOARD OF SUPERVISORS  
BUDGET ANALYST

4. In addition to the above listed services, the Community College District reimburses the City annually for services provided by the Controller, Tax Collector, City Attorney, Civil Service, Retirement, Public Works, etc. The estimated amount to be paid to the City for these services for fiscal year 1990-91 is \$1,626,630. Additionally, the SFUSD pays individual City departments (i.e., City Attorney, Department of Public Works) through work orders for services provided to the District. As of the writing of this report, the total amount reimbursed to these City departments by the SFUSD for fiscal year 1990-91 for services provided was not available.

5. However, it should be noted that a comparison of the services provided to the SFUSD and the Community College District by the City and County of San Francisco with the services provided by Santa Clara, Los Angeles and Alameda counties indicates that these other counties provide fewer services and little if any financial support to their respective school districts. Based on a review conducted by the Mayor's Office in August, 1990, with the exception of Santa Clara County which absorbed less than \$100,000 in annual costs to the school district, services provided by these three counties were fully reimbursed by both their Community College districts and their Unified School districts. As reflected above, San Francisco is currently providing a total of approximately \$5.6 million of charter required and unreimbursed services to the SFUSD and the San Francisco Community College District.

6. Mr. Joel Robinson, Superintendent of Recreation, Recreation and Park Department reports that he believes that a shorter school day for high schools and middle schools, along with the elimination of interscholastic activities at these schools would create a greater demand for services provided by the Department's recreation centers, which are funded through the City's General Fund. As of the writing of this report, Mr. Robinson was unable to provide specific details on what the fiscal impact might be on the Department's General Fund budget as a result of the increased demand for services provided at the recreation centers. In addition, Mr. Robinson advises that the Open Space Fund, After School Activities are budgeted for approximately \$1.7 million for FY 1990-91. According to Mr. Robinson, this Fund is used exclusively for elementary school activities, and therefore would not be effected by reductions in the number of class periods at the high school or middle school level.

7. The proposed resolution would seek to maintain the full implementation of Proposition 98, but at the same time would encourage the maintenance of full funding for health and other human services.

8. The sponsor of the proposed legislation is preparing an amendment of the whole to this legislation which will be introduced at the April 4, 1991 Special Finance Committee meeting.

#### Recommendation

The proposed resolution is a policy matter for the Board of Supervisors.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



Item 2 - File 173-91-2

**Department:** San Francisco Port Commission

**Item:** Ordinance approving a lease between the City and Service Engineering Company for occupancy of Pier 50 and terminating Service Engineering Company's lease at Piers 38 and 40.

**Purpose of Lease:** Ship repair facility

**Lessee:** Service Engineering Company

**No. of Sq. Ft. and Revenue/Month:** Approximately 552,000 square feet of pier and bulkhead space (Pier 50) and 360,000 square feet of water space, for which the total monthly rental would be \$44,000.

**Proposed Rent Increases:** Cost of living adjustment would be made at the end of the fifth, tenth and fifteenth years of the lease.

**Annual Revenue:** \$528,000

**Term of Lease:** Twenty-year lease commencing on the first day of the month immediately following the effective date of the ordinance.

**Utilities and Janitor Provided by Lessee:** Yes

**Comments:**

1. Section 7.402-1 of the City Charter authorizes the Board of Supervisors to review and approve by ordinance, the modification and amendment of a lease, entered into by a department, board or commission which has a term of ten years or more and/or generates revenues to the City in excess of \$1 million.
2. The Port reports that Service Engineering Company is currently leasing space at Piers 36 and 38. As such the proposed ordinance should be amended to terminate Service Engineering Company's lease at Piers 36 and 38 instead of 38 and 40.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

3. Service Engineering Company is currently leasing space at Piers 36 and 38 for a monthly rental of \$17,728, plus a dockage fee. The Company is now interested in consolidating all of its operations at Pier 50. As such, Service Engineering Company desires to terminate its lease at Piers 36 and 38. The space at Pier 50 was previously occupied by Continental Maritime, a ship repair firm which Service Engineering Company purchased in 1990.

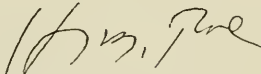
4. As a part of the purchase of Continental Maritime, Service Engineering Company holds title to a 26,000 square foot metal shed which is located on Pier 54. Service Engineering Company is not planning to utilize this shed, and has the right to remove it. The Port advises that the shed is in good condition, and the Department believes that with the shed intact, Pier 54 could be leased for an estimated \$100,000 to \$120,000 annually, as opposed to an estimated \$33,000 to \$40,000 without the shed. As such, the Port is proposing to purchase the shed for \$189,000 from Service Engineering Company. Under the proposed lease, the Port would pay for the shed by giving Service Engineering Company a monthly rent credit of \$3,937.50 for the first 48 months of the proposed lease. Thus, the monthly rental for the first 48 months of the proposed lease would be \$40,062.50 or \$3,937.50 less than the monthly base rental of \$44,000.

5. In addition to the proposed monthly base rental of \$44,000 to be charged to Service Engineering for the Pier 50 space, under the proposed lease, Service Engineering Company would also be responsible for paying the City a monthly rental for docking vessels. The Port estimates the rental amount paid by Service Engineering Company for docking vessels would average approximately \$25,000 per month or \$300,000 annually.

Memo to Finance Committee  
April 4, 1991 Special Finance Committee Meeting

6. The Port reports that the proposed monthly rental of \$44,000 represents the fair market value for the space, which is to be used to house a ship repair facility.

**Recommendation:** Approve the proposed ordinance.



Harvey M. Rose

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Britt  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Sam Yockey  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



CITY AND COUNTY



OF SAN FRANCISCO

**BOARD OF SUPERVISORS**

**BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

April 8, 1991

**TO:** Finance Committee  
**FROM:** Budget Analyst - Recommendation  
**SUBJECT:** April 10, 1991 Finance Committee

**DOCUMENTS DEPT.**

APR 9 1991

**SAN FRANCISCO  
PUBLIC LIBRARY**

Item 1 - File 101-90-86

**Departments:** Police Department  
Department of Public Works (DPW)  
City Attorney  
Chief Administrative Officer (CAO)  
Controller

**Item:** Supplemental Appropriation Ordinance for various Police facilities maintenance and improvement projects, financial advisors, bond counsel and coordination services.

**Amount:** \$11,497,197 - Police Department  
15,000 - Controller  
10,000 - City Attorney  
1,575 - CAO  
\$11,523,772 - Total

**Source of Funds:** 1987 Police Facilities Improvement Bond Fund

**Description:** In November, 1987, the voters approved the Police Facilities Improvement Bond, a \$28 million bond for the renovation of various Police Department facilities. In July, 1988 the first bond sale in the amount of \$11 million occurred to (1) acquire land for the new Bayview Station, (2) renovate the pistol range and the Ingleside and Richmond Stations, and (3) provide planning money for preliminary studies on the Taravel and Mission Stations. \$10.9 million was sold at the second bond sale on January 1, 1991. \$10,899,987 of the proposed \$11,523,772 supplemental appropriation request is from the second bond sale and \$623,785 is from interest earned on bond proceeds. The proposed supplemental appropriation would be used to continue or begin work on the following projects: the Bayview, Central, Mission, Taraval, Park, and Richmond Stations as well as Golden Gate Stables and the Juvenile

Bureau. A description and proposed budget for each project is listed below:

**Project**

**Amount**

**Bayview Station**

The Potrero Station, built in 1910, would be relocated from its present location at 2300-3rd Street to a new 16,000 square foot facility located at Williams and Newhall Streets and renamed the Bayview Station. Monies would be used to fund construction, design, engineering and project management to build the proposed station.

**DPW**

Architectural & Engineering Design Services	\$131,375
Bureau of Architecture Project Management	25,000
Building Permits	12,000
Construction Management	<u>125,000</u>
Subtotal Bayview DPW	\$293,375

**Contractual Services**

Demolition & Construction	2,000,000
Contingency (11.6%)	<u>232,612</u>
Subtotal Bayview Contractual	\$2,232,612

Total Bayview Station	\$2,525,987
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**Central Station**

The Central Station, built in 1967, and located at 766 Vallejo Street, is 8,000 square feet. With the number of personnel assigned this station should be 20,000 to 24,000 square feet. The Police Department and DPW are uncertain whether Central Station will be relocated to a new site or renovated.

Total Central Station	\$100,000
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### **Mission Station**

The Mission Station, built in 1947, is 7,650 square feet and should be 20,000 square feet on contemporary spatial standards. Funding would be used to finance site acquisition costs, legal and real estate fees for a new Mission Station to be located at 17th and Valencia Streets. The proposed new site is suitable for parking all police vehicles (the present location has parking for only one-third of the assigned police vehicles) and a 90,000 square foot facility. Completion of the proposed site acquisition is scheduled to take place in July, 1991.

Title & Escrow	15,000
Department of Real Estate -Work Order	10,000
Land Acquisition Costs	<u>4,975,000</u>
Total Mission Station	\$5,000,000

### **Taraval Station**

It is anticipated that part of the Taraval Station, built in 1929, located at 2345-24th Avenue, would be demolished and in its place a new Golden Gate Command Facility and Taraval Station would be constructed to be 16,220 square feet (the present location is 8,320 square feet, excluding the garage) and would have a seismic core to enable it to become one of the three stations anchoring the seismic triangle (Northern Station and Bayview Station are the other two stations). The seismic triangle would be established to ensure that three strategic facilities remain operational after a major disaster. Funds would be used for construction, design, engineering, and project management costs.

### DPW

Architectural & Engineering	
Design Services	\$422,000
Project Management	32,000
Construction Management	190,000
Building Permits	<u>20,000</u>
Subtotal DPW	\$664,000

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Contractual Services

Construction	\$1,550,000
Contingency (12%)	<u>190,000</u>
Subtotal Contractual Services	<u>\$1,740,000</u>

Total Taraval Station	\$2,404,000
-----------------------	-------------

**Park Station**

The Park Station, built in 1910 and located at Stanyon and Waller Streets, would receive emergency repairs, minimal renovation, electrical and mechanical work. The DPW's \$150,000 would fund the programming, design and project management.

DPW

Architectural Programming Services	\$12,000
Architectural & Engineering	
Design Services	114,000
Project Management	<u>24,000</u>

Total Park Station	\$150,000
--------------------	-----------

**Richmond Station**

Richmond Station, located at 461-6th Avenue, is in the process of being renovated from the original bond sale, including the stable located at the rear of the station. The stable is being renovated to accommodate locker facilities and office space. The \$597,210 budgeted for the Richmond Station is the interest accrued from the original bond sale.

DPW

Architectural & Engineering	
Design Services	\$83,609
Project Management	11,944
Demolition Permits	5,972
Construction Management	<u>17,916</u>
Subtotal DPW	\$119,441

Contractual Services

Demolition & Construction	\$434,769
Contingency (10%)	<u>43,000</u>
Subtotal Contractual Services	\$477,769

Total Richmond Station	\$597,210
------------------------	-----------

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Juvenile Bureau**

Juvenile Bureau, located at 2475 Greenwich Street, is currently housed in a building that, according to DPW, is beyond cost effective renovation. Funds would be used to begin project programming, design and management which would include permit fees, bidding and award phases and contract administration to relocate the Juvenile Bureau. The proposed relocation is with the new Mission Station.

DPW

Architectural & Programming Services	\$22,000
Architectural & Engineering Design Services	154,000
Project Management	<u>44,000</u>
Total Juvenile Bureau	\$220,000

**Golden Gate Stables**

The Police Stable, built in 1937 and located in Golden Gate Park, would receive emergency site work to repair deteriorated electrical and plumbing systems and minimal renovation to repair rotting floors and other structural damage. Funds would be used to fund the design, engineering, construction and project management.

DPW

Architectural & Engineering Design Services	\$147,200
Project Management	43,000
Construction Management	25,000
Building Permits	12,000
Contingency	<u>27,800</u>
Subtotal DPW	\$255,000

Contractual Services

Construction	210,000
Contingency (16.7%)	<u>35,000</u>
Subtotal Contractual Services	<u>\$245,000</u>

Total Golden Gate Stables \$500,000

Subtotal Projects \$11,497,197

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Bond Related Services**

\$26,575 of the proposed supplemental would fund financial advisors, bond counsel and coordination services for the latest bond sale.

Chief Administrative Officer	\$1,575	
Controller's Office	15,000	
City Attorney	<u>10,000</u>	
Total Bond Related Services		\$26,575
Total		\$11,523,772

**Comments:**

1. The DPW reports that firms for the construction phases of the above projects have not been selected. As such, the \$4,695,381 budgeted for the construction phases of the above programs (\$2,232,612 for the Bayview Station, \$1,740,000 for the Taraval Station, \$477,769 for the Richmond Station and \$245,000 for the Golden Gate Stables) should be placed on reserve pending selection of the construction firms, budgets for the contractors, and the contractors' MBE/WBE/LBE status.

2. As noted above, the Police Department and DPW have not decided whether to relocate or renovate the Central Station. As such, the Budget Analyst recommends reserving the \$100,000 budgeted for the Central Station pending submission by the Police Department and DPW of the exact use of the \$100,000 budgeted for the Central Station.

3. Lieutenant Tom Suttmeier of the Police Department reports that the vacated stations (Potrero Station, Mission Station and the Juvenile Bureau) would be sold as surplus property. It is estimated that the sale of these three surplus properties would result in a total of \$1.9 million. The funds from these sales would be returned to the Bond Funds to help fund unexpected costs associated with the Police Facilities Improvement Program.

4. According to Lieutenant Suttmeier, 20,000 square feet of the proposed 90,000 square feet Mission Station property would be sold to Mission Housing Inc. through the Mayor's Office of Housing (approximately \$500,000 from Community Development Block Grant Funds and \$500,000 from the City's Office of Affordable Housing Production Program) for \$50 per square foot or \$1 million. An additional 10,000 square feet would be sold to the Police Athletic League (PAL), a nonprofit organization, for \$60 per square foot or \$600,000. PAL's price per foot is \$10 per square foot more than the Mission Housing Inc.'s \$50 per square foot because the PAL is receiving

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

buildings and the Mission Housing Inc. is not. As a result, the Police Department would be reimbursed \$1.6 million from the purchase price of approximately \$5 million. Mr. Larry Ritter of the Department of Real Estate reports that the sale of the proposed 30,000 square feet is the same unit value of the rest of the property. Mr. Ritter further reports that the proposed purchase at 17th and Valencia Streets represents a fair market value. Lieutenant Suttmeier advises that this \$1.6 million of additional revenue would be used on the Taraval Station. Because the City would be funding the purchase of 20,000 square feet for Mission Housing Inc. to build an affordable housing project, the Budget Analyst recommends that the \$5 million budgeted for the Mission Station be placed on reserve pending detailed information on this City funded affordable housing project.

**Recommendations:** Amend the proposed ordinance to 1) reserve the \$4,695,381 budgeted for contractual services pending selection of the construction firms, a budget for the contractors, and the contractors' MBE/WBE/LBE status, 2) reserve the \$100,000 budgeted for the Central Station pending submission by the Police Department and DPW of the exact use of the \$100,000 budgeted for the Central Station and 3) reserve the \$5 million for the Mission Station pending detailed information on the City funded purchase of 20,000 square feet for Mission Housing Inc. Approve the proposed ordinance as amended.





Item 2 - Files 47-91-5

1. The proposed ordinance would authorize the Director of Property to call for competitive bids for a lease of the Golden Gateway Parking Garage and approve the required lease documents.

2. Administrative Code Section 17.14 requires approval of the Board of Supervisors by ordinance as to the form of the proposed lease documents and of the invitation for bids.

3. The Golden Gateway Garage is located at 250 Clay Street. The garage has 1,112 parking spaces and serves approximately 27,000 to 28,000 vehicles per month. The five-year lease with Golden Gateway Parking Company expires July 31, 1991. The current monthly rental rate payable to the City is 80.674 percent of gross revenue (after deduction of parking tax) with a minimum required monthly rental payment of \$75,000. Average monthly rent currently paid to the City is approximately \$165,000. The proposed lease documents call for a minimum monthly rent of \$125,000 which is \$50,000 more than the \$75,000 minimum monthly rent under the existing lease.

4. The existing parking rates (City parking tax of 20% included) to be charged by the lessee per vehicle parked in the Golden Gateway Parking Garage are as follows:

<u>Time</u>	<u>Parking Charge</u>
0-hr	\$1.00
1-2 hrs.	2.00
2-3 hrs.	3.50
3-4 hrs.	6.50
4-5 hrs.	9.50
5-6 hrs.	12.50
6 hrs. and over	15.50
<u>Monthly Parking</u>	\$250.00
<u>Overnight Parking</u>	\$6.50

No changes to the parking rates are being proposed at this time. Any increases to the above rates are subject to separate approval by the Board of Supervisors.

5. Bidding will be based on the percentage of gross revenues and the \$125,000 minimum rent per month. The City will be paid the higher of the percentage of gross revenues or \$125,000 minimum whichever is higher.

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**Comment**

Subsequent to completion of the competitive bidding procedures, the actual award of a new lease will be subject to separate legislation which will require approval by the Board of Supervisors. The proposed legislation only approves the lease documents as to form and authorizes the Director of Property to seek competitive bids for the leasing of Golden Gateway Parking Garage.

**Recommendation**

Approve the proposed ordinance.

Items 3 and 4 - Files 97-91-14 and 197-91-2

**Note:** File 197-91-2 was continued from the April 3, 1991 Finance Committee Meeting.

**Items:** The proposed ordinance (File 97-91-14) would amend the Administrative Code to clarify eligibility for and conditions for administration of the Non-profit Performing Arts Loan Program (NPALP).

The proposed resolution (File 197-91-2) would approve the rules and regulations as amended for administration of the Non-profit Performing Arts Loan Program.

**Description:** Mr. Joe La Torre of the Mayor's Office of Housing reports that the Controller performed an internal audit on the Non-profit Performing Arts Loan Program in 1988. In connection with this audit, the Controller's Office cited a number of concerns and deficiencies in procedures and practice, which included the following:

a. The Mayor's Office of Housing (MOH) should perform an assessment of the future needs of the NPALP. The Controller's Office stated that the MOH's needs assessment should identify expanded eligibility requirements so that more arts groups would apply for funds, or identify the excess funds that could be returned to either the General Fund or to the Hotel Tax Fund. Mr. LaTorre advises that the MOH determined that almost all prior applications received since the inception of the program included requests for funding in the area of renovations, a category which is not eligible under the current legislative provisions governing NPALP. Additionally, Mr. LaTorre reports that MOH determined through discussions with the County Administrative Officer's Grants for the Arts Program and the Arts Commission that there were a number of performing arts organizations still seeking permanent space, that were in need of funding. Mr. LaTorre was unable to provide the specific number of arts organizations involved.

b. Several loans were not fully secured, as is required by the City's Administrative Code. The Controller's Office stated that each borrower's leasehold interest should be valued and that such valuations should be documented

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in the borrower's file.

c. The MOH's semi-annual report to the Board of Supervisors did not provide the status of each loan. As such, the Board was not informed of problem loans, nor provided with an explanation of MOH's expected administrative action.

d. Procedures for administering a loan in default needed to be established. The Controller's Office reported that the loan default terms should be expanded to address borrowers that no longer actively stage performances.

e. The City's Administrative Code and the NPALP rules and regulations needed to be revised to reflect the organizational changes in the Mayor's Office.

In response to the Controller's Office audit, the MOH is now proposing certain amendments to the Administrative Code and the NPALP rules and regulations which govern the Program. Chapter 50 of the Administrative Code established the Non-profit Arts Loan Program to provide low-cost loans for facilities maintenance, acquisition and capital improvements to nonprofit performing arts groups. The proposed ordinance (File 97-91-14) would amend the Administrative Code by amending Chapter 50, Sections 50.1, 50.2, 50.12, 50.21, 50.22, 50.24 and 50.26 as follows:

1. Section 50.1, currently provides that Chapter 50 is enacted in order to make low-cost loans available to qualified arts organizations for facilities maintenance and capital improvements so that their facilities are in full compliance with all applicable code requirements. The proposed legislation would amend Section 50.1 to add that low-cost loans to qualified arts organizations would be available to qualified arts organizations for purposes of renovation (repairs and improvements that are not needed for compliance with applicable codes), as well as for facilities maintenance and capital improvements in order that their facilities are in full compliance with all applicable code requirements and all other requirements which enable the facilities to be used for performing arts (i.e., heating system, repair/improvements to stage and/or seating).

2. Section 50.2, currently defines "Arts Organization" as meaning a nonprofit performing arts organization which is eligible for loans under Chapter 50. The proposed legislation would amend Section 50.2 to define "Arts Organization" as

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meaning a nonprofit performing arts organization which is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended and which is otherwise eligible for loans under Chapter 50. Additionally, this Section would be amended to correct the definition of "Director" to mean Director of the Mayor's Office of Housing instead of Executive Director of the Mayor's Office of Housing and Economic Development, which is no longer the correct title.

3. Section 50.12 outlines the provisions regarding the Director's submission of a semi-annual report to the Board of Supervisors. Section 50.12 currently provides that the Director must submit a semi-annual report which describes all loans made and accounts for all funds appropriated to the loan program for the given period. The proposed legislation would amend Section 50.12 to provide that the semi-annual report be submitted to the Board of Supervisors, within 90 days following the completion of each six-month period. Additionally, this legislation would be amended to provide that the semi-annual report must include the following information: (1) For each loan made subsequent to the last semi-annual report, the primary purpose of the loan, the principal amount, the interest rate and any fees charged on the loan in excess of regular interest payments and (2) for each loan outstanding as of the last semi-annual report, the outstanding principal balance, the current status of principal and interest repayments made, any current or potential default and any potential administrative action to be taken with respect to the loan.

4. Section 50.21 includes provisions for loan eligibility. Currently, Section 50.21 stipulates that each arts organization working in a facility, in the City, which has been or is subject to being cited for code violations or that intends to acquire a facility in the City, would be eligible for a loan under Chapter 50. The proposed legislation would amend this Section to provide that an arts organization that intends to renovate a facility, in the City, would also be eligible for a loan.

5. Section 50.22 currently provides that the maximum amount of a loan under Chapter 50 would be \$100,000. Under the proposed legislation, the maximum amount of a loan would be \$150,000, an increase of \$50,000.

6. Section 50.24 provides that every loan made under Chapter 50 must be fully secured. Under the current provisions of this legislation, the Director must evaluate the types of security offered by each loan applicant and must give preference to those types and amounts of security that in his

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or her opinion will provide the greatest protection for the City's funds. The proposed legislation would add an additional provision which would require the Director to determine that the liquidation value of any security equals or exceeds the full value of the loan and the expected costs for proceeding on such security and obtaining the proceeds of any collateral.

7. Section 50.26 currently provides that the unpaid amount of any loan would be due and payable upon the sale or transfer of the ownership of the property, if the arts organization is the owner of the property, or on the date that the arts organization vacates the property, if the arts organization is the tenant. The proposed legislation would add a provision which stipulates that the unpaid amount of any loan would also be due and payable if the arts organization discontinues its performing arts activities.

The rules and regulations for the administration of the Non-profit Performing Arts Loan Program are primarily based on the provisions outlined in Chapter 50 of the Administrative Code. As such, any amendment to Chapter 50, requires a corresponding amendment to the rules and regulations of the Program. The above-cited resolution (File 197-91-2) would approve the proposed amendments to Chapter 50 concerning the rules and regulations of the Non-profit Performing Arts Program. In addition, the proposed resolution would also approve amendments to the rules and regulations which were developed by the MOH staff and the NPALP's Technical Review Committee, which are not reflected in the Administrative Code. These amendments which reflect the concerns of the Controller's Office as well as those of the MOH staff and the Technical Review Committee, include the following:

A. Currently, under the category of Loan Application Package, each applicant must submit financial statements of income and expense and assets and liabilities for the previous three years, each of which must have been audited by an independent certified public accountant. The proposed amendment would state the following:

When applying for a loan, each applicant must submit financial statements of income and expense and assets and liabilities for the previous three years, each of which must meet one or more of the following tests:

- (a) Audited by an independent certified public accountant;

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- (b) Prepared and attested by a certified public accountant; or
  - (c) Accompanied by copies of Federal and State tax returns and annual charitable trust reports for the relevant year, which must be certified in writing by the Chief Executive Officer of the organization to be complete and accurate.
- B. A new section would be added under the category of Loan Application Package which would require that each applicant submit a marketing plan for the facility which includes the following:
- (a) Proposed rental charges for the use of the facility by other nonprofit organizations when not needed for rehearsal or performance by the applicant organization; and
  - (b) Proposed marketing plan to publicize the availability of the facility to other nonprofit organizations.

C. Under the category of Loan Criteria, a new section would be added to state that, in determining the amount and terms of the loan as well as the security required, the Director must assess the extent to which the loan would enhance opportunities for other nonprofit arts organizations to obtain rental space at reasonable rents.

D. Under the category of Loan Default, two new sections would be added as follows:

- (a) Borrowers whose loan payments are more than 60 days in arrears must be notified that their loans are delinquent. Borrowers must be informed that they must establish a schedule approved by the Director to bring their loan current. A borrower must be considered in default if (1) it fails to establish and carry out a satisfactory schedule to become current, or (2) its loan becomes more than 120 days in arrears.
- (b) In the event of default, the Director must, in consultation with the City Attorney, take all reasonable steps to protect the City's interest.

**Comments:**

1. Mr. LaTorre reports that as of July 1, 1990, the total amount appropriated for the NPALP was \$526,144. The

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source of funds for the NPALP is General Fund monies and Hotel Tax Funds. Mr. LaTorre advises that the NPALP currently has 12 outstanding loans for \$703,073 and seven loan applications which are currently being processed for \$627,000. According to Mr. LaTorre, one of the 12 outstanding loans is in default. Mr. LaTorre adds that, one of the loan applications currently being processed in the amount of \$100,000 is scheduled to close in approximately two weeks.

2. As noted above, the Controller's Office stated that the Mayor's Office of Housing should perform an assessment of the future needs of the NPALP, to identify expanded eligibility requirements so that more arts organizations would apply for funds or identify the excess funds that could be returned to the General Fund or to the Hotel Tax Fund. Given the recent projection by the Mayor's Office, the Controller and the Budget Analyst, of up to a \$158.3 million shortfall for FY 1991-92, the Budget Analyst believes that since excess funds might be available for return to the General Fund or the Hotel Tax Fund if the current eligibility criteria for loans is maintained, consideration should be given as to whether or not the proposed expansion of the eligibility criteria in loans to arts organizations is desirable at this time.

**Recommendation:** Approval of the proposed legislation is a policy matter for the Board of Supervisors.

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Item 5 - File 97-91-23

**Department:** Department of Public Works (DPW)

**Item:** Ordinance amending the Administrative Code, by amending Section 16.6-9, to add six organizations to the membership list of the Department of Public Works.

**Description:** The proposed ordinance would amend Section 16.6-9 of the Administrative Code to add six organizations to the membership list of the DPW Bureau of Street Cleaning and Urban Forestry. The six organizations and the annual membership fees for each are as follows:

	Annual Membership <u>Fees</u>
American Forestry Association	\$25.00
California Urban Forestry Council	20.00
International Society of Arboriculture	50.00
Maintenance Superintendents Association of California	35.00
National Solid Waste Management Association	75.00
Pesticide Applicators Professional Association (PAPA)	<u>35.00</u>
Total	\$240.00

**Comments:** 1. The DPW has a total of \$36,431 budgeted for all of its bureaus and divisions, for annual membership fees in its 1990-91 departmental budget. Funding for membership fees in the six additional organizations being requested for the Bureau of Street Cleaning and Urban Forestry is already included in the \$36,431 budgeted for 1990-91. Therefore, no additional funds are being requested. However, these six organizations have not been listed in the Administrative Code. Such listing is required in order for a Department to be authorized to have a membership in an organization.

2. The DPW advises that 1990-91 is the first year that funds were budgeted for the membership fees for the above listed six organizations. According to Robert Carlson of the DPW these membership fees would be funded primarily by Gas Tax and Road Funds with approximately five percent or \$12 funded through the City's General Fund. Mr. John Roumbanis, Superintendent of the Bureau of Street Cleaning and Urban Forestry, reports that his Bureau currently does not have paid membership in any other organizations.

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3. The DPW reports that membership in the above-listed organizations would provide the staff of the Bureau of Street Cleaning and Urban Forestry with an opportunity to benefit from an exchange of ideas and information that would enhance their professional job development.

**Recommendation:** Approve the proposed ordinance.

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Item 6 - File 25-91-6

**Note:** This item was continued from the April 3, 1991 Finance Committee meeting.

**Department:** Department of Social Services (DSS)

**Proposed Action:** Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

**Services to be Performed:** Security Guard services at 150 and 170 Otis Street, 1440 Harrison Street, 1625 Van Ness and San Francisco General Hospital Facilities.

**Description:** The Controller has determined that contracting for these security guard services in fiscal year 1991-92 would result in estimated savings as follows:

	<u>Lowest Salary Step</u>	<u>Highest Salary Step</u>
<u>City Operated Service Costs</u>		
Salaries	\$683,520	\$826,383
Fringe Benefits	204,808	236,595
Operating Expenses	<u>20,000</u>	<u>20,000</u>
Total	\$908,328	\$1,082,978
<u>Contracted Service Cost</u>	<u>616,845</u>	<u>616,845</u>
<u>Estimated Savings</u>	\$291,483	\$466,133

**Comments:**

1. Security guard services were first certified as required by Charter Section 8.300-1 in 1978 and have been provided by an outside contractor since 1971.
2. The current one-year contract, which expires August 31, 1991, is with Burns International Security Services. The Contracted Service Costs used for purposes of this analysis are the projected costs submitted by Burns International Security Services for the period of September 1, 1991 through August 31, 1992.
3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

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**Recommendation:** Approve the proposed resolution.

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CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department SOCIAL SERVICES 45  
Contract Services SECURITY SERVICES  
For the term starting approximately 9/1/91 through 8/31/92

1) Who performed services prior to contracting out?

It was contracted out since the service was established.

2) Number of City employees laid off as a result of contracting out?

None

3) Explain disposition of employees if they were not laid off.

N/A

4) What percent of a City employee's time is spent on services to be contracted out?

None

5) How long have the services been contracted out?

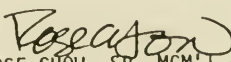
20 years

6) When was the first fiscal year for a Proposition J certification?

1978

7) How will contract services meet the goals of your MBE/WBE Action Plan?

It will conform with the plan.

  
ROSE CHOW, SR. MGM'T ASST.

Department Representative  
557-5404

Telephone



Item 7 - File 23-91-1

1. The proposed resolution would waive the statute of limitations with respect to the payment of two City and County of San Francisco warrants.

2. These warrants become void after one year from the date on which the warrants were issued. If the payee presents the void warrant to the Controller within three years, or declares by affidavit that such warrant has been lost or destroyed within three years, then the Controller is authorized by Section 10.182 (a) of the San Francisco Administrative Code to issue a new warrant in the same amount of the original warrant.

3. The proposed resolution would authorize the Controller to replace two void warrants which were issued over three years ago to two Fire Department employees.

Comments

1. As indicated below, one of the warrants was issued approximately ten years ago and one of the warrants was issued approximately eleven years ago.

2. Ms. Maureen Hrenoff of the Fire Department reports that the two individual employees have reported to the Fire Department that they have recently found the following two uncashed warrants:

<u>Date Issued</u>	<u>Warrant No.</u>	<u>Amount</u>	<u>Payee</u>	<u>Purpose</u>
1/1/80	515-0506738	\$483.33	John P. Hegarty	Bi-Weekly Salary
8/11/81	515-1942727	<u>21.06</u>	Joseph D. Driscoll	Retroactive Salary
	Total	\$504.39		

3. Mr. Henry Leigh of the Controller's Office reports that both of these warrants have been cancelled by the Controller's Office.

Recommendation

Approve the proposed resolution.

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Item 8 - File 25-91-9

**Department:** Parking and Traffic

**Item:** Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

**Services to be Performed:** Parking meter collections

**Description:** -The Controller has determined that contracting for these parking meter collection services in fiscal year 1991-92 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operating Service Costs</u>		
Salaries	\$398,274	\$482,580
Fringe Benefits	112,049	130,807
Operating Expenses	<u>39,452</u>	<u>39,452</u>
Total	\$549,775	\$652,839
<u>Contracted Service Cost</u>	<u>399,980</u>	<u>399,980</u>
<u>Estimated Savings</u>	\$149,795	\$252,859

- Comments:**
1. Parking meter collection services were first certified by Charter Section 8.3001-1 in 1978 and have been provided by an outside contractor since then.
  2. The current one-year contract which expires June 30, 1991, is with Burns International Securities Services. The contracted service cost used for the purpose of this analysis is an informal bid from the current contractor.
  3. The Controller's supplemental questionnaire with the Department of Parking and Traffic responses, including the MBE/WBE status of this contract, is attached.

**Recommendation:** Approve the proposed resolution.

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CHARTER 8.300-1 (Proposition J) QUESTIONNAIREDepartment Parking and TrafficContract Services Collecting of Parking Meter RevenuesFor the term starting approximately July 1, 1991 through June 30, 1992

1) Who performed services prior to contracting out?

City Employees

2) Number of City employees laid off as a result of contracting out?

None

3) Explain disposition of employees if they were not laid off.

Charged with stealing public funds. The positions were abolished.

4) What percent of a City employee's time is spent on services to be contracted out?

None

5) How long have the services been contracted out?

Since March 1978

6) When was the first fiscal year for a Proposition J certification?

FY 1977/78

7) How will contract services meet the goals of your MBE/WBE Action Plan?

This contract has never been included in the Treasurer/Tax Collector's MBE/WBE goals because of the very specialized nature of the work and the very tight security measures needed to comply with contract requirements. MBW/WBE firms that might possibly meet those standards have chosen not to bid because of the very high start up costs necessary due to the specialized nature of the equipment, the necessity of a sufficient large number of trained and bondable employees. However, the Department of Parking and Traffic will actively solicit such bids in FY 91/92.

Lee Poteet

Department Representative

554-9819

Telephone



Item 9 - File 25-91-10

**Department:** Parking and Traffic

**Proposed Action:** Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

**Services to be Performed:** Security Services at 22nd and Bartlett Streets

**Description:** The Controller has determined that contracting for these security services in fiscal year 1991-92 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operating Service Costs</u>		
Salaries	\$ 97,729	\$115,471
Fringe Benefits	28,482	31,550
Operating Expenses	<u>630</u>	<u>630</u>
Total	\$126,841	\$147,651
<u>Contracted Service Cost</u>	<u>67,267</u>	<u>67,267</u>
<u>Estimated Savings</u>	<u>\$ 59,574</u>	<u>\$ 80,384</u>

- Comments:**
1. This would be the first fiscal year (1991-92) security services are certified as required by Charter Section 8.300-1.
  2. Initially, security services at 22nd and Bartlett Street were performed by officers of the San Francisco Police Department on an overtime basis. As of December 1, 1990, security services have been provided by Burns Security Services through an extension of a contract that that firm currently has with the Department of Social Services.
  3. The estimated contracted service cost has been calculated by the Controller's Office based on Burns Security Services contract with the Department of Social Services.
  4. The Controller's supplemental questionnaire with the Department of Parking and Traffic responses, including the MBE/WBE status of this contract is attached.

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**Recommendation:** Approve the proposed resolution.

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CHARTER 8.300-1 (Proposition J) QUESTIONNAIREDepartment Department of Parking and TrafficContract Services Security ServicesFor the term starting approximately July 1, 1991 through June 30, 1992

- 1) Who performed services prior to contracting out?

Officers of the San Francisco Police Department on overtime.

- 2) Number of City employees laid off as a result of contracting out?

None

- 3) Explain disposition of employees if they were not laid off.

Work regular schedules for San Francisco Police Department.

- 4) What percent of a City employee's time is spent on services to be contracted out?

Impossible to determine. Since the work is only performed as overtime no percentage of employee straight time is used.

- 5) How long have the services been contracted out?

Services are currently supplied through extension of Contract with the Department of Social Services. This became effective 12/01/90.

- 6) When was the first fiscal year for a Proposition J certification?

If approved in 91/92 it would be the first year.

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

While the Department of Social Services current contractor is not MBE/WBE. Bids will actively be solicited from MBE/WBE Security Services.

Lee PoteetDepartment Representative(415)554-9819Telephone



Items 10 and 11 - File 30-91-3 and 30-91-4

**Department:** Department of Public Health (DPH), Division of Mental Health Programs, Community Mental Health Services

**Items:** Resolution authorizing DPH to apply for Federal Disaster Relief Crisis Counseling Funds, in the event of a disaster during FY 1990-91 (File 30-91-3)

Resolution approving the City's Short-Doyle Plan (Part B) for mental health services for Fiscal Year 1990-91 (File 30-91-4).

**Description:** The final Short-Doyle Plan (Part B) details the City's mental health services programs and describes requirements to receive services, descriptions of various service programs and a budget of proposed City costs of providing mental health services.

The Short-Doyle Plan was prepared by DPH for submission to the State of California, Department of Mental Health. Approval of this plan by the Board of Supervisors is required by the Short-Doyle Act before the State will release the City's full Short-Doyle allocation.

In addition, the State has included a requirement in the Short-Doyle Plan requesting the City to include a resolution authorizing the DPH to apply for Federal Disaster Relief Crisis Counseling Funds, in the event of a disaster during FY 1990-91. File 30-91-3 is this resolution. The proposed resolution would authorize the DPH to apply for these disaster relief funds if a disaster, such as an earthquake, occurred during the remainder of FY 1990-91. DPH is requesting authorization to apply for the proposed funds in order to be prepared in case a disaster occurs. DPH will request authorization to apply for these disaster relief funds every fiscal year.

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The Short-Doyle Plan (Part B) program budget is as follows:

	Fiscal Year <u>1989-90</u>	Fiscal Year <u>1990-91</u>	Increase (Decrease)
State Short-Doyle Funds	\$35,675,620	\$26,295,104	\$(9,380,516)
Miscellaneous Revenues*	25,761,888	27,773,480	2,011,592
Required City Match	4,582,083	4,075,331	(506,752)
City Overmatch	<u>29,855,816</u>	<u>51,726,116</u>	<u>21,870,300</u>
Program Total	\$95,875,407	\$109,870,031	\$13,994,624

\*Grants, patient fees, patient insurance, Medi-Cal (both Federal and non-Federal) and Medicare.

**Comments:**

1. The City's required Short-Doyle match and overmatch are funded by the General Fund and have already been appropriated for FY 1990-91. The City's required match of \$4,075,331 and the City's overmatch of \$51,726,116 total \$55,801,447 of General Fund monies for FY 1990-91. The \$4,075,331 required match in FY 1990-91 is based on a 10 percent match for inpatient services and a 15 percent match for outpatient services.

2. According to Ms. Monique Zmuda of DPH, in past years San Francisco General Hospital (SFGH) only included the Short-Doyle funded cost for in-patient beds in SFGH's psychiatric ward in the City's Short-Doyle Plan. However, in FY 1990-91 SFGH included in the City's Short-Doyle Plan program budget the total cost (City funded costs + Short Doyle funded costs) which increased the City Overmatch in the Short-Doyle Plan by approximately \$10.5 million. In other words, the City's Overmatch for FY 1989-90 would have been \$40,263,090 if SFGH had included its total cost for in-patient beds in SFGH's psychiatric ward, instead of \$29,855,816 as reflected above. As a result, the City's Overmatch actually increased by \$11,463,026 from \$40,263,090 to \$51,726,116 or 28.5 percent.

3. The City's \$51,726,116 overmatch in FY 1990-91 is the City's contribution to mental health programs beyond the level required by Short-Doyle. Ms. Zmuda reports that the substantial City Overmatch increase is necessary for several reasons. First, the increase would help fund the salary standardization increase included in the City's FY 1990-91 budget. Second, the State Short-Doyle funds do not include a cost-of-living increase, so additional City funding is needed to make up this increase. Third, the Mayor's Office and Board

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of Supervisors approval of a four percent cost of living increase increase for all mental health contractors requires extra funding. Fourth, the State reduced its contribution by \$9,380,516 from \$35,675,620 in FY 1989-90 to \$26,295,104 in FY 1990-91. Finally, DPH received additional City funding for the two new multi-purpose homeless shelters, and these funds are included in the City Overmatch total. Ms. Zmuda advises that mental health services were not reduced and have remained approximately the same from FY 1989-90 to FY 1990-91.

4. The total program costs of \$109,870,031 includes \$87,280,906 for community programs and \$22,589,125 for the Napa State Hospital services provided to San Francisco residents.

5. The preliminary Short-Doyle Plan (Part A) for mental health services for fiscal year 1990-91 was approved by the Board of Supervisors in August, 1990 (File 30-90-11).

6. The Short-Doyle Plan has been approved by the Mental Health Advisory Board's Planning and Policy Committee.

7. The Short-Doyle Plan includes all of the mental health service programs previously approved by the Board of Supervisors in the City's budget and proposed programs that are subject to future approvals of grant and other State funding sources by the Board of Supervisors.

- Recommendations:**
1. Approve the proposed resolution (File 30-91-3) to authorize the DPH to apply for Federal Disaster Relief Crisis Counseling Funds, in the event of a disaster during FY 1990-91.
  2. Approve the proposed resolution (File 30-91-4) approving the San Francisco City and County Short-Doyle Plan for mental health services in FY 1990-91.

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Item 12 - File 138-91-1

**Department:** District Attorney

**Item:** Resolution authorizing the District Attorney to apply for, accept and expend a continuation State grant and agreeing to provide a cash match.

**Grant Amount:** \$236,141

**Grant Period:** July 1, 1991 through June 30, 1992

**Source of Funds:** California Office of Criminal Justice Planning (OCJP)

**Project:** Career Criminal Program

**Description:** This would be the thirteenth year of funding for this State mandated program (Chapter 2.3 of the California Penal Code, commencing Section 999B). The Career Criminal Program provides specialized, intensive prosecution focused on repeat offenders involved in robbery and residential burglary.

The primary objectives of the program include identifying recidivist offenders, expeditiously and effectively prosecuting these offenders, and incarcerating these offenders for the maximum term authorized by the law. Other objectives include eliminating or reducing the use of plea bargaining, reducing the caseload for career criminal prosecutors and investigators, and using vertical prosecution (i.e., the use of one prosecutor per case from the initial filing or appearance to sentencing) with career criminal cases.

**No. of Persons Served:** Approximately 144 cases. Cases may have multiple defendants.

<b>Project Budget:</b>	<u>Salaries</u>	<u>FTE</u>	
	Head Attorney	.70	\$67,376
	Principal Attorney	.75	70,072
	Investigator	.80	39,614
	Criminal Justice Specialist	.25	11,181
	Legal Stenographer	<u>.25</u>	<u>10,022</u>
	Subtotal Salaries	2.75	\$198,265
	<u>Mandatory Fringe Benefits</u>		<u>40,132</u>
	Subtotal Personnel Costs		\$238,397

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Operating Expenses

Travel (one-grant related two day conference in Southern California for two persons)	\$ 1,362
Audit	2,598
Office Supplies	826
Telephone	1,734
Other	<u>2,469</u>
Subtotal Operating Expenses	\$ 8,989
<u>Indirect Costs</u>	<u>12,369</u>
Total Program Budget	\$259,755
Less required match	<u>23,614</u>
Total Proposed Grant	\$236,141

**Required Match:** The required match of \$23,614 will be included in the District Attorney's budget for FY 1991-92, to be funded through the General Fund. The State OCJP requires that ten percent of the proposed grant of \$236,141 be matched at the local level.

**Indirect Costs:** \$12,369 or approximately 5 percent of \$247,386 (Personnel + Operating Expenses).

**Comments:** 1. The District Attorney's Office reports that the State OCJP has notified the District Attorney's Office that the proposed grant award will be \$236,141. The District Attorney's Office will submit an application for the proposed grant before the application deadline of April 30, 1991.

2. Ms. Mary King of the District Attorney's Office reports that for each of the program's primary objectives, which were summarized above, the District Attorney's Office has met the objective in at least 108 cases of the 144 cases prosecuted under the Career Criminal Program (75 percent) in FY 1989-90. For example, offenders who were prosecuted under the Career Criminal Program were incarcerated with the maximum sentence in at least 108 cases, and similarly plea bargaining was reduced in at least 108 cases out of the 144 cases prosecuted in FY 1989-90.

3. The 1991-92 proposed grant award of \$236,141 represents a decrease of \$9,839 or approximately four percent less than the 1990-91 grant award of \$245,980.

4. The "Summary of Grant Request" as prepared by the District Attorney is attached. As reflected on the attachment, the proposed grant amount of \$259,755 is the total program

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Memo to Finance Committee  
April 10, 1991

budget (\$236,141 requested grant amount + \$23,614 required local match).

**Recommendation:** Approve the proposed resolution.

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Grantor Office of Criminal Justice Planning  
 Contact Person Ralph Rowe  
 Address 1130 K Street, Suite 300  
Sacramento, CA 95814  
 Amount Requested \$ 259,755  
 Term: From 07-01-91 To 06-30-92

Division District Attorney  
 Section \_\_\_\_\_  
 Contact Person Bridget Bane  
 Telephone (415) 553-1895  
 Application Deadline April 30, 1990  
 Notification Expected \_\_\_\_\_

Board of Supervisors: Finance Committee \_\_\_\_\_

Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (~~accept and expend~~) a (~~new~~) (continuation) (allocation) (~~supplementation~~) grant in the amount of \$ 259,755 from the period of 7-1-91 to 6-30-92 to provide Career Criminal Prosecution Program services.

II. Summary: (Concise summary, brief statement, number of groups served, services and providers)

The Career Criminal Program, a State mandated project, will begin its 13th year of funding. The underlying essence of the Career Criminal Program, during this time, has not changed. The Career Criminal Program is designed to be crime specific concentrating on the prosecution of cases involving robbery and residential burglary. The Office of Criminal Justice Planning reduced the funding of the Career Criminal Program for Fiscal Year 91-92 by \$10,823.

III. Outcomes/Objectives:

The recidivist offender who persists in the commission of these offenses has a significantly negative effect on the quality of life of law abiding San Francisco citizens. Therefore, the most important objective for the Career Criminal Program is the prosecution and maximum prevention of incarceration of the "CAREER CRIMINAL". See Attachment for additional objectives.

IV. Effects of Reduction or Termination of These Funds:

As the Career Criminal Program has proven to be effective as well as valuable to the Citizens of the City and County of San Francisco, continued funding will be sought in order to maintain this project. The community will be negatively impacted should this type of prosecution be reduced or terminated.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	277,750	270,578	259,755	-10,823	23,614	
Personnel	256,238	248,777	238,397	-10,380		
Equipment	N/A	N/A	N/A	N/A		
*Contract Svc.	N/A	N/A	N/A	N/A		
Mat. & Supp.	529	529	826	+ 297		
Facilities/Space	N/A	N/A	N/A	N/A		
Other	7,095	7,743	8,163	+ 420		
Indirect Costs	13,888	13,529	12,369	- 1,160		

VI. Data Processing

(none included above)

VII. Personnel

	9*	9*	9*	N/A
F/T CSC				
P/T CSC	N/A	N/A	N/A	N/A
Contractual	N/A	N/A	N/A	N/A

\* Positions at varying percentages - balance paid by the District Attorney General Fund. Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

SEE VII ABOVE.

Will grant funded employees be retained after this grant terminates? If so, How?

Grant funded employees will be retained contingent upon continued source of funding available.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (if sole source, attach Request for Exception Form)



Item 13 - File 138-91-2

**Department:** District Attorney

**Item:** Resolution authorizing the District Attorney to apply for, accept and expend a continuation State grant, and agreeing to provide a cash match.

**Grant Amount:** \$74,002

**Source of Funds:** California Office of Criminal Justice Planning (OCJP)

**Grant Period:** July 1, 1991 through June 30, 1992

**Project:** Gang Violence Suppression Program

**Description:** This would be the eighth year of funding for this State mandated program (Chapter 3.5 of the California Penal Code, commencing Section 13826). The Gang Violence Suppression Program is designed to be crime-specific concentrating on the vertical prosecution of all adult gang members involved in gang-related activities, and to coordinate the juvenile prosecution of related gang members. Gang members over the age of 18 are prosecuted as adults, but juveniles may be prosecuted as adults based on the severity of the crime. A vertical prosecution uses one prosecutor per case from initiating the charges or authorizing warrants, through the Municipal and/or Superior Courts until the case is adjudicated. The staff prosecutor will also be an integral part of the Gang Event Response Team, thereby being on-call 24 hours per day, so as to work with the investigating agencies before and after arrests are made on gang violence cases.

The primary objectives of the program include: (1) targeting known gang leaders and increasing the number of gang leaders prosecuted, (2) increasing the incarceration rate so gang members targeted for prosecution will be incarcerated as a result of that prosecution, and (3) increasing the targeting of gang members on probation from previous convictions, and revoking those probations when there is subsequent illegal conduct.

**No. of Persons Served:** Approximately 38 cases. Cases may have multiple defendants.

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<b>Project Budget:</b>	<u>Salaries</u>	<u>FTE</u>	
	Principal Attorney	.75	\$70,072
	Assistant Investigator	<u>.10</u>	<u>3,372</u>
	Subtotal Salaries	.85	\$73,444
	<u>Mandatory Fringe Benefits</u>		<u>17,937</u>
	Subtotal Personnel Costs		\$91,381
	<u>Operating Expenses</u>		
	Travel (one-grant related two day conference in Southern California for one person)		\$ 739
	Audit		987
	Office Supplies		274
	Other		<u>589</u>
	Subtotal Operating Expenses		2,589
	<u>Indirect Costs</u>		<u>4,699</u>
	Total Program Budget		\$98,669
	Less required match		<u>24,667</u>
	Total Proposed Grant		\$74,002

**Required Match:** The required match of \$24,667 will be included in the District Attorney's budget for FY 1991-92, to be funded through the General Fund. The State OCJP requires that 25 percent of the total program budget of \$98,669 be matched at the local level.

**Indirect Costs:** \$4,699 or approximately 5 percent of \$93,970 (Personnel + Operating Expenses).

**Comments:** 1. The District Attorney's Office reports that the State OCJP has notified the District Attorney's Office that the proposed grant award will be \$74,002. The District Attorney's Office will submit an application for the proposed grant before the application deadline of April 30, 1991.

2. Ms. Mary King of the District Attorney's Office reports that for each of the program's primary objectives, which were summarized above, the District Attorney's Office has met the objective in at least 29 cases of the 38 cases prosecuted under the Gang Violence Suppression Program (76 percent) in FY 1989-90. For example, in at least 29 cases out of 38 cases in FY 1989-90, gang members who were targeted for prosecution were incarcerated as a result of that prosecution

3. The 1991-92 proposed grant award of \$74,002 represents a decrease of \$998 or approximately 1.3 percent less than the 1990-91 grant award of \$75,000.

4. The "Summary of Grant Request" as prepared by the District Attorney is attached. As reflected in the attachment, the proposed grant amount of \$98,669 is the total program budget (\$74,002 requested grant amount + \$24,667 required local match).

**Recommendation:** Approve the proposed resolution.

Grantor Office of Criminal Justice Planning  
 Contact Person Kirby Everhart  
 Address 1130 K Street, Suite 300  
Sacramento, CA 95814  
 Amount Requested \$ 98,669  
 Term: From 7-1-91 To 6-30-92

Division District Attorney  
 Section \_\_\_\_\_  
 Contact Person Bridget Bane  
 Telephone (415) 553-1895  
 Application Deadline April 30, 1991  
 Notification Expected \_\_\_\_\_

Board of Supervisors: Finance Committee \_\_\_\_\_

Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 98,669 from the period of 07-01-91 to 06-30-92 to provide Gang Violence Prosecution Program services.

II. Summary: (Coach/Summary; need addressed; number + groups served; services and providers)

The Gang Violence Suppression Program, a State mandated project, will begin its 8th year of funding. During this time, the underlying essence of the program has not changed. The Gang Violence Suppression Program is designed to be crime specific focusing on the vertical prosecution of all adult gang members involved in gang-related activity.

III. Outcomes/Objectives:

See Attachment

IV. Effects of Reduction or Termination of These Funds:

As the Gang Violence Suppression Program has proven to be effective as well as valuable to the Citizens of the City and County of San Francisco, continued funding will be sought in order to maintain this project. The community will be negatively impacted should this type of prosecution be reduced or terminated.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	<u>100,000</u>	<u>100,000</u>	<u>98,669</u>	<u>-1,331</u>	<u>24,667</u>	
Personnel	<u>92,349</u>	<u>91,730</u>	<u>91,381</u>	<u>- 349</u>		
Equipment	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>		
*Contract Svc.	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>		
Mat. & Supp.	<u>150</u>	<u>176</u>	<u>274</u>	<u>+ 98</u>		
Facilities/Space	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>		
Other	<u>2,501</u>	<u>3,094</u>	<u>2,315</u>	<u>- 779</u>		
Indirect Costs	<u>5,000</u>	<u>5,000</u>	<u>4,699</u>	<u>- 301</u>		

VI. Data Processing

(none included above)

VII. Personnel

	2*	2*	2*	N/A
F/T CSC				
P/T CSC	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Contractual	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

\* Positions at varying percentages - balances paid by District Attorney General Fund.  
 Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

See VII ABOVE

Will grant funded employees be retained after this grant terminates? If so, How?

Grant funded employees will be retained contingent upon continued source of funding available.

\*VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (if sole source, attach Request for Exception Form)

Item 14 - File 146-91-30

**Department:** Department of Public Health (DPH)  
Community Mental Health Services (CMH)

**Item:** Resolution authorizing the Department of Public Health to accept and expend a continuation State allocation.

**Amount of Allocation:** Up to \$600,000

**Source of Funds:** State Department of Health Services,  
State Legalization Impact Assistance Grant (SLIAG)

**Terms of Allocation:** July 1, 1990 through June 30, 1991

**Description:** This would be the fourth year of funding for the proposed State allocation. The proposed State allocation would reimburse the City and County for unreimbursable costs of providing public health services to newly legalized persons under the provisions of the Immigration Reform and Control Act of 1986 (IRCA). Funds for the proposed SLIAG allocation are used for preventative health care, such as immunization services. This program complements the SLIAG allocation for the Legalized Indigent Medical Assistance (LIMA) Program, which provides diagnosis and treatment health services to legalized persons under the provisions of IRCA.

The State reimburses the City and County for the provision of these public health services, after the DPH submits quarterly cost reports for unreimbursed net costs (expenditures less revenues).

**Required Match:** None.

**Indirect Costs:** None. This State allocation reimburses only for DPH expenditures.

**Comments:**

1. The proposed State allocation covers preventative health care costs incurred between July 1, 1990 and June 30, 1991. The State allocation is received after the costs have been incurred, and quarterly cost reports are submitted by DPH. Therefore, the proposed resolution does not have to be amended to authorize the DPH to accept and expend the State allocation retroactively.
2. According to Ms. Nini Leigh of the DPH, to date, DPH has not submitted any quarterly reports for FY 1990-91. Ms. Leigh reports that the submission of quarterly reports has been

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delayed because of the difficulty in determining what services qualify as preventative healthcare. Ms. Leigh reports that a year-end cost report was submitted at the end of March, 1991 for FY 1989-90 in the amount of \$660,714. The Summary of Grant Request reflects that the estimated allocation from the previous year is \$550,000, but based upon the submission of the DPH's annual cost report, the DPH expects to receive an allocation for FY 1989-90 for up to \$660,714.

3. Ms. Cynthia Bautista of the DPH reports that the DPH will likely receive FY 1990-91 reimbursements of at least \$681,000, an increase of approximately three percent over the \$660,714 cost reimbursement submitted for FY 1989-90. Therefore, the proposed resolution should be amended to authorize the DPH to accept and expend a continuation State allocation for an amount up to \$700,000, instead of \$600,000, an increase of \$100,000.

4. If the DPH had submitted quarterly reports for the FY 1989-90 reimbursement of \$660,714 on a timely basis, and assuming that the DPH would have been reimbursed by the State approximately one month after the submittal of these quarterly reports, the DPH could have reimbursed the General Fund for these costs last year. The Treasurer's Office reports that the average annual interest rate for the FY 1989-90 General Fund was 8.34 percent. Because of the delay in submitting the cost reports for reimbursement of the \$660,714 funds until March 1991, the City has lost a potential of approximately \$58,000 in interest earnings.

5. In addition, if the DPH had submitted quarterly reports for the FY 1990-91 estimated reimbursement of \$681,000 on a timely basis, and assuming the DPH would have been reimbursed approximately one month after the submittal of these quarterly reports, the DPH would have already received quarterly payments of approximately \$170,250 this year. The Treasurer's Office reports that the estimated annual interest rate for the FY 1990-91 General Fund is 8.25 percent. Because of the delay in submitting this fiscal year's quarterly cost reports, the City forfeited another potential of approximately \$8,000 in interest earnings.

6. Ms. Bautista indicates that SLIAG funds were included as revenues in the Department's FY 1990-91 Budget in the estimated amount of \$1,063,820. The difference between the budgeted amount of SLIAG funds and the \$681,000 DPH estimate of the State reimbursement for FY 1990-91 is \$382,820. To compensate for this revenue shortfall, Ms. Bautista reports that any excess revenues from the SLIAG allocation for the LIMA program, which is a complementary

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program, would be available to compensate for the revenue shortfall. It is not known whether revenues from the LIMA program will be in excess of \$382,820. The Controller's Office reports that any revenue shortfall from this SLIAG program has not been included in the Controller's Office projection of a \$7.4 million shortfall for FY 1990-91.

7. According to DPH, the proposed State allocation, in contrast to a State grant, is a direct allocation of funds and does not require that the DPH submit an application to the State. Therefore, the proposed resolution only includes authorization to accept and expend the proposed State allocation.

8. The "Summary of Grant Request" as prepared by DPH is attached.

**Recommendation:** Amend the proposed resolution to authorize the DPH to accept and expend a continuation State allocation of up to \$700,000. Approve the proposed resolution as amended.

Grantor State Dept. of Health Services  
Contact Person Peter Abbott, M.D.  
Address 714/744 "P" Street  
Sacramento, CA 95814

Division CPHS  
Section Administration  
Contact Person Florence Stroud  
Telephone 554-2620  
Application Deadline N/A  
Notification Expected N/A

Amount Requested \$700,000  
Term: From 7/1/90 To 6/30/91  
Health Commission                                  Board of Supervisors: Finance Committee                                 

Full Board                                 

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) (to) grant in the amount of \$700,000 from the period of 7/1/90 to 6/30/91 to provide SLIAG - funded health care services.  
(Circle appropriate words)

II. Summary: (Concise summary; avoid redundancy; number groups of services and providers)  
This allocation would reimburse the county for otherwise unreimbursable costs of health care for persons legalized under provision of the Immigration Reform and Control Act (IRCA). Funds are allocated not by actual services delivered but by State estimates of the number of legalized aliens for San Francisco.

III. Outcomes/Objectives:  
A broad range of public health services are provided to newly legalized persons.

IV. Effects of Reduction or Termination of These Funds:  
The Department would reduce services but specific reductions are unidentified at this time.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Org.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	\$558,000	*\$550,000	*\$700,000	\$150,000		
Personnel						
Equipment						
Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing

(none included above)

VII. Personnel

F/T CSC	<u>13</u>	<u>13</u>	<u>* 13</u>		
P/T CSC					
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
N/A

Will grant funded employees be retained after this grant terminates? If so, How?  
No

-VIII. Contractual Services: Open Bid                                  Sole Source                                  (If sole source, attach Request for Exception Form)

\* Precise figures will be available only after cost reports are completed and filed.

Item 15 - File 101-90-5.1

**Department:** Department of Public Works (DPW)  
Clean Water Program (CWP)

**Item:** Request a release of reserved funds for the Richmond Transport Project outside geotechnical and tunnel design consultant contract.

**Amount:** \$620,000

**Source of Funds:** 1976 Sewer Revenue Bonds

**Description:** In October, 1990, the Board of Supervisors approved a Supplemental Appropriation Ordinance requesting \$3,000,000 from the 1976 Sewer Revenue Bonds for the design phase of the Richmond Transport Project (File 101-90-5). The Richmond Transport Project is a combination of underground retention facilities to store excess wet-weather flow, and enlarge interceptor sewers to convey additional flow to the recently completed Westside Transport for subsequent treatment at the Oceanside Water Pollution Control Plant. Of the \$3,000,000 approved, \$620,000 was placed on reserve for geotechnical and tunnel design consultant contracts pending submission of the consultant's MBE/WBE status, hourly rates, and projected hours of work.

The DPW is now requesting a release of the \$620,000 in reserved funds. The DPW selected an engineering firm through a Request For Proposal (RFP) process. DPW advertised the RFP in newspapers and engineering magazines. Three firms responded to the advertisements with proposals. Woodward-Clyde Consultants, an LBE firm, was selected for the job. Woodward-Clyde Consultants is neither a MBE nor a WBE firm. Woodward-Clyde Consultants intend to subcontract 20 percent of the contract to AGS Inc, a City certified MBE firm and 10 percent to Don Todd Associates, a City certified MBE firm. In addition, Woodward-Clyde Consultants intend to subcontract 19 percent of the contract with MBE/WBE firms not located in the City. 11 percent of the contract will be subcontracted to Lee Engineering, a WBE firm, five percent to HEW Drilling Company, a MBE firm, and three percent to V&A Consulting Engineers, a MBE firm. According to Ms. Veronica Ng of the Human Rights Commission (HRC), local firms were not available who could perform the services that will be subcontracted with non-local MBE/WBE firms. As such, HRC advised Woodward-Clyde Consultants that in their selection of

an outside firm, Woodward-Clyde Consultants give preference to MBE/WBE firms.

The following is a budget breakdown for Woodward-Clyde Consultants and their subcontractors:

**Primary Contractor: Woodward-Clyde Consultants**

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
Administration & Overhead (177% of salaries)			\$172,630	
Reproduction			3,500	
Computer			3,000	
Transportation			2,700	
Principal Engineer	56	\$48	2,703	
Sr Project Engineer	642	31	20,063	
Sr Associate	356	41	14,514	
Project Engineer	408	26	10,788	
Asst. Project Engineer	60	22	1,339	
Sr Staff Engineer	266	20	5,243	
Staff Engineer	212	17	3,515	
Typist/Drafter	676	16	10,722	
Profit			<u>19,660</u>	
Total				\$270,377

**Subcontractors:**

**Tor L. Brekke**

Administration & Overhead (89% of salary)			\$2,988	
Mileage			200	
Salary	56	\$60	3,360	
Profit			<u>655</u>	
Total				7,203

**P.E. Sperry**

Administration & Overhead (98% of salary)			\$4,398	
Transportation			400	
Salary	90	\$50	4,500	
Profit			<u>900</u>	
Total				10,198

**E.B. Waggoner**

Administration & Overhead (99% of salary)			\$3,126	
Mileage & Parking			200	
Salary	56	\$56	3,136	
Profit			<u>657</u>	
Total				7,119

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	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
<b><u>Lee Engineering Enterprises</u></b>			
Analytical Equipment			\$2,565
Orthophoto Production			3,510
Reproduction			720
Travel			111
Control Survey			16,500
Aerial Photography			2,050
Borehole Survey (36 holes @ \$300)			10,800
Principle Engineer	44	\$36	1,584
Sr. Engineer	100	27	2,700
Engineer	150	22	3,300
Technician/Drafter	390	20	7,800
Clerical	8	15	120
Administration & Overhead (141% of salaries)			21,861
Profit			<u>7,363</u>
Total			\$80,984

<b><u>AGS, Inc</u></b>			
Administration & Overhead (138% of salaries)			\$63,486
Reproduction			1,000
Materials & Trucks			1,500
Managing Engineer	108	\$42	4,548
Sr. Engineer	144	38	5,443
Geotech Engineer	168	35	5,806
Principle Geologist	248	32	7,899
Project Engineer	176	25	4,400
Staff Engineer	368	19	7,150
Staff Geologist	344	13	4,520
Lab Technician	100	19	1,890
Senior Drafter	160	19	3,024
Technical Typist	104	16	1,659
Fringe			16,220
Profit			<u>12,855</u>
Total			141,400

<b><u>HEW Drilling Company</u></b>			
Administration & Overhead (40% of salaries)			\$5,480
Well materials			9,300
Transportation			1,520
Staff	250	55	13,700
Profit			<u>3,000</u>
Total			33,000

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	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>	
<b><u>V&amp;A Consulting Engineers</u></b>				
Administration & Overhead (155% of salaries)			\$8,953	
Soil analysis (8@ \$130 each)			1,040	
Printing			500	
Principal Engineer	18	\$50	909	
Project Manager	20	45	909	
Project Engineer	68	30	2,060	
Asst. Engineer	88	19	1,692	
Typist	16	13	210	
Profit			<u>1,628</u>	
Total				\$17,901
<b><u>Don Todd Associates</u></b>				
Administration & Overhead (145% of salaries)			\$39,015	
Project Mgr.	506	\$33	16,769	
Manager Estimator	72	31	2,259	
Senior Estimator	204	29	5,940	
Scheduling Engineer	88	22	1,944	
Profit			<u>6,593</u>	
Total				72,520
<b><u>Pitcher Drilling*</u></b>				
Soil Drilling			\$2,205	
Rock Coring			57,630	
Piezometers **			5,715	
Water pressure Tests			<u>4,050</u>	
Total				<u>69,600</u>
TOTAL PROJECT				\$710,302

\* Pitcher Drilling based its cost estimates on unit costs such as 140 feet of drilling multiplied by \$15.75 per foot equals \$2,205.

\*\* Piezometers are thin tubes used to measure groundwater depth and flow.

**Comments:**

1. The DPW is requesting a release of the \$620,000 placed on reserve. However, as reflected above, the geotechnical and tunnel design consultant contracts total \$710,302. Mr. Steve Maiolini of DPW reports that the additional \$90,302 budgeted for the geotechnical and tunnel design consultant contracts has been reallocated within the existing \$2,380,000 appropriation (\$3,000,000 total appropriation less the \$620,000 in reserve) for the design phase of the Richmond Transport Project.

2. Profits are based on approximately ten percent of each firm's direct and indirect cost for the proposed project.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**



3. The contractors' administration and overhead costs include the following; rent, equipment, telephone, taxes, training, audits, supplies etc. Administrative and overhead rates are established separately for each firm through governmental audits or through past government accepted rates. For example, AGS Inc. uses an overhead rate of 138 percent of salaries that was established by a prior Caltrans audit. As reflected in the budget breakdown, the administration and overhead rates range from 177 percent for Woodward-Clyde Consultants to 40 percent for HEW Drilling.

4. As previously noted, it is HRC's policy to encourage primary contractors in their good faith outreach to subcontract with non-San Francisco MBE/WBE firms before subcontracting with a San Francisco majority firm, when a MBE/WBE firm within the City does not provide the service.

**Recommendation:** Release the \$620,000 reserved funds.



Item 16 - File 127-91-2

This item is a hearing to consider the present efforts by the Controller and the Tax Collector's Office to maximize revenue collections and to identify potential revenues that can be collected from potential taxpayers and actual scofflaws in regards to business registration, payroll and gross receipts tax payments.

The fiscal year 1990-91 Annual Appropriations Ordinance includes the following estimated revenues:

Business Registration Tax	\$ 7,400,000
Gross Receipts Tax	21,500,000
Payroll Tax	<u>126,100,000</u>
Total	\$155,000,000

Mr. Richard Sullivan of the Tax Collector's Office reports that current projections indicate that the Tax Collector's Office will receive the total fiscal year 1990-91 budgeted amount of revenues for the business registration, gross receipts and payroll taxes.

According to Mr. Sullivan, the Tax Collector's Office has both internal audit and compliance functions which are intended to maximize the revenue collections to the Tax Collector's Office. The Audit Division of the Tax Collector's Office includes 22 field auditors and five supervising auditors for a total of 27 professional staff positions. The Audit Division conducts an average of 1,000 audits per year. Based on a total of approximately 6,000 businesses that currently pay the City's payroll or gross receipts taxes, the Audit Division audits approximately 17 percent of these businesses each year. Mr. Sullivan reports that in fiscal year 1989-90, the Audit Division issued a total of \$9,636,480 in audit deficiency billings. For the first seven months of fiscal year 1991-92, the Audit Division issued a total of \$7,073,175 of audit deficiency billings. Based on prior experience, the Tax Collector projects that approximately 90 percent of these audit deficiency billings will result in payments to the City.

The Compliance Division of the Tax Collector's Office includes seven field investigators, two follow-up office investigators and one small claims investigator, for a total of ten professional staff positions. This staff attempts to insure that businesses are complying with the City's business and payroll taxes by reviewing the State Board of Equalization's sales tax report notices, periodicals, the Department of Public Work's permits for large building contracts, the County Clerk's fictitious name records and the Bay Pacific Builder listings of major construction contractors and subcontractors. As reflected in the attachment, the Tax Collector's Office performs various activities on a daily, weekly or periodic basis.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

The Tax Collector's Tax Clearance Unit is responsible for the City's business registration fee. In addition to issuing the business certificates and renewals, the staff conducts physical surveys of office buildings in the City to insure that all businesses are registered with the Tax Collector's Office. The staff also works with the Purchaser's Office to insure that businesses cannot do business with the City without filing for a business permit. The Tax Collector's Office reports that they also work with DPW and the Health Department to insure that no contractor or business receives a building or health permit without a valid business permit.

According to Mr. Sullivan, the current penalties for failure to file with the Tax Collector's Office is ten percent of the amount owed. In addition, the failure to pay the gross receipts tax or the payroll tax is another ten percent penalty of the amount owed. Interest is assessed on the basis of one percent per month. In addition, failure to provide financial information to, or to register with the Tax Collector's Office is a \$100 penalty.

Furthermore, Mr. Sullivan reports that the Tax Collector's Office has proposed to purchase a new computer system which would enable the Tax Collector to match files with the Assessor's Office. The estimated cost for the new system is approximately \$1.5 million.

Mr. Dave Fong of the Controller's Office reports that the Controller's Office is responsible for the accurate recording of the expenditure, revenue and accounting information for the City and is not directly involved with the actual tax collections for the City. However, the Controller's Internal Audit Division has recently begun a performance audit of the Tax Collector's Office, which may address these issues. According to Mr. Young Choi of the Internal Audits Division, this performance audit of the Tax Collector's Office should be completed by approximately August, 1991.

**MEMORANDUM**

Attachment

**OFFICE OF TAX COLLECTOR  
CITY AND COUNTY OF SAN FRANCISCO****Date** April 4, 1991

**To:** Richard Sullivan, Deputy Tax Administrator

**From:** T. J. Wortham, Chief Investigator

**Subject:** Activities performed by investigators in search of unregistered businesses for Business Tax registration.

**I. DAILY**

1. Field investigators watch for new businesses in their districts.
2. The Edwards Abstract is checked for bids on new and remodelling projects in the city.
3. Advertisements in the daily and bi-weekly newspapers are checked.

**II. WEEKLY**

1. The Pacific Builder is checked for bids and new businesses in the city.
2. City bids sent to the division by various city departments are checked.

**III. PERIODICALLY**

1. Investigators survey the large office buildings and industrial complexes that have a large turnover.
2. The telephone book is checked.
3. Even on weekends, as investigators drive through the city and see construction or roofing contractors, they jot down numbers or names and check for registration.
4. The State Board of Equalization sends approximately 1,500 accounts to the Investigation Division and these are checked.





Item 17 - File 100-91-3

**Note:** This item was continued from the April 4, 1991 Finance Committee meeting.

This item is a hearing to consider the status of the projected budget shortfall for the City and County of San Francisco for Fiscal Year 1991-92.

On February 20, 1991, the Mayor's Office, the Board of Supervisors Budget Analyst and the Controller's Office issued a report presenting their projection for Fiscal Year 1991-92 General Fund revenues and expenditures. According to this report, if the City continues the current level of services provided in Fiscal Year 1990-91, it is projected that the City will face a shortfall of between \$116.9 million and \$158.3 million in Fiscal Year 1991-92. The projected shortfall in the projections for Fiscal Year 1991-92 is a result of reduced revenue growth, mandated salary increases and additional costs associated with maintaining current service levels and complying with court mandates. It should be noted that since the State budget allocations have not been determined, the City's reported projections for Fiscal Year 1991-92 do not assume any changes in State funding for City programs.

On January 31, 1991, the Controller's Office issued an initial report which projected the ending General Fund balance for Fiscal Year 1990-91 at \$2.8 million, which represents a sharp decrease from the previous year, when the ending balance was \$51.4 million.

On March 19, 1991, the Controller's Office issued an updated report which projected the ending General Fund balance for Fiscal Year 1990-91 at a \$7.4 million deficit. This projected deficit for Fiscal Year 1990-91 is the result of expenditures greater than the amount budgeted for the fiscal year coupled with decreases in budgeted revenues.

The City Charter prohibits the City from incurring a deficit. Therefore, the Controller has indicated that he will take the necessary actions to insure that the City does not incur a deficit. On March 26, 1991, the Controller issued a report to the Board of Supervisors indicating the potential sources of savings that have been identified to insure that the City does not end Fiscal Year 1990-91 with a shortfall. The Controller's Office reports that they will continue to review and update all General Fund supported departments' proposed expenditures and revenues, and to provide periodic updates to the Board through the Finance Committee as the identified sources of funds become more certain.

Comments

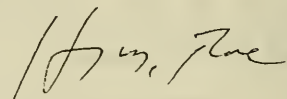
1. According to the Mayor's Office, the Controller's Office and the Budget Analyst's Office, to date, there is no change in the estimate provided in the joint report on the projected \$116.9 million to \$158.3 million budget shortfall for fiscal year 1991-92.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
April 10, 1991

2. According to Mr. Ed Harrington of the Controller's Office, the Controller sent letters to each City department which is projected to contribute to the estimated \$7.4 million shortfall for fiscal year 1990-91 concerning each department's plans to remedy the projected shortfall. Mr. Harrington will be present at the April 10, 1991 Finance Committee meeting to report on the responses received to date from these City departments.

3. Mr. Sam Yockey of the Mayor's Office reports that the Mayor's Office is currently reviewing individual City departments' budgets, with particular attention to looking at services that are mandated versus those services that are discretionary. According to Mr. Yockey, the Mayor's Office has also sent letters to each City department requesting alternative budget reductions amounting to five percent and ten percent in each department's fiscal year 1991-92 budget. The Mayor's Office is in the process of receiving these responses. Mr. Yockey advises that he is continuing to monitor the State's budget proposals for fiscal year 1991-92.



Harvey M. Rose

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Britt  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Sam Yockey  
Ted Lakey

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

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Documents Dept.*

**REVISED**

Item 2 - Files 47-91-5

1. The proposed ordinance would authorize the Director of Property to call for competitive bids for a lease of the Golden Gateway Parking Garage and approve the required lease documents.

2. Administrative Code Section 17.14 requires approval of the Board of Supervisors by ordinance as to the form of the proposed lease documents and of the invitation for bids.

3. The Golden Gateway Garage is located at 250 Clay Street. The garage has 1,112 parking spaces and serves approximately 27,000 to 28,000 vehicles per month. The five-year lease with Golden Gateway Parking Company expires July 31, 1991. The current monthly rental rate payable to the City is 80.674 percent of gross revenue (after deduction of parking tax) with a minimum required monthly rental payment of \$75,000. Average monthly rent currently paid to the City is approximately \$165,000. The proposed lease documents call for a minimum monthly rent of \$125,000 which is \$50,000 more than the \$75,000 minimum monthly rent under the existing lease.

4. Under the proposed lease, the lessee would operate a Park and Ride Program to provide shuttle transportation services between the Golden Gateway Parking Garage, Chinatown and North Beach (see attached for specific Park and Ride Shuttle route). The shuttle transportation would be operated without charge to passengers. The service would be provided by a minimum of two vehicles, each having a seating capacity of at least 19 passengers. The service would operate only on weekends between 10 a.m. and 10 p.m.

5. The lessee would be responsible for operating the Park and Ride Program as described above, at its sole expense. However, it is anticipated that a reduction in the Park and Ride Program would reduce the lessee's costs in the operation of the parking facility and that an increase in the Program would increase those costs. As such, under the proposed lease, the parties would agree to offset the effect of such reductions and increases in the lessee's costs by adjusting the lessee's rent payments. For the purpose of making such rent adjustments, the parties would agree that the hourly costs of providing garage services (garage attendant services and overhead costs) and shuttle services under the Park and Ride Program are as follows:

Garage services performed on  
Saturday and Sunday

\$46.00 per hour

Shuttle services

\$37.00 per hour per vehicle

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*SP*  
BOARD OF SUPERVISORS  
BUDGET ANALYST

6. The City would reserve the sole right to increase or decrease any part of the services offered under the Park and Ride Program or to terminate the program, with 30 days written notice. Approval of the proposed lease documents by the Board of Supervisors would constitute approval of any changes the Parking and Traffic Department might make with respect to the Park and Ride Program. As such, if the Board wishes to review changes to the Park and Ride Program, the proposed lease would have to be amended to require that such changes be submitted to the Board for approval.

7. In the event of a reduction in the Park and Ride Program, the lessee would pay to the City, as additional rent, \$46.00 for each hour by which garage services are reduced, during the time specified above, and \$37.00 for each vehicle hour by which shuttle services are reduced. In the event of an increase in the Park and Ride Program, the lessee would be given a credit against the monthly rent otherwise due, calculated at the rate of \$46.00 per hour for garage services and \$37.00 for each vehicle hour.

8. The existing parking rates (City parking tax of 20% included) to be charged by the lessee per vehicle parked in the Golden Gateway Parking Garage are as follows:

<u>Time</u>	<u>Parking Charge</u>
0-hr	\$1.00
1-2 hrs.	2.00
2-3 hrs.	3.50
3-4 hrs.	6.50
4-5 hrs.	9.50
5-6 hrs.	12.50
6 hrs. and over	15.50
<u>Monthly Parking</u>	\$250.00
<u>Overnight Parking</u>	\$6.50

No changes to the parking rates are being proposed at this time. Any increases to the above rates are subject to separate approval by the Board of Supervisors.

9. Bidding will be based on the percentage of gross revenues and the \$125,000 minimum rent per month. The City will be paid the higher of the percentage of gross revenues or \$125,000 minimum whichever is higher.



**Comments**

1. Mr. Phillip Chin of the Parking and Traffic Department reports that the Park and Ride Program is needed because, the closing of the Embarcadero Freeway and the resulting rerouting of traffic continues to have a negative impact on motorists and driving and parking in the North Beach and Chinatown areas. In addition, Mr. Chin advises that the demolition and reconstruction of the Embarcadero Freeway will add to the negative impact, because portions of the Embarcadero Roadway will also be inaccessible to motorists, for an extended period of time. According to Mr. Chin, the Park and Ride Program represents a means of encouraging persons to visit the North Beach and Chinatown areas and to patronize the local business establishments.

2. Subsequent to completion of the competitive bidding procedures, the actual award of a new lease will be subject to separate legislation which will require approval by the Board of Supervisors. The proposed legislation only approves the lease documents as to form and authorizes the Director of Property to seek competitive bids for the leasing of Golden Gateway Parking Garage.

3. As noted above, approval of the proposed ordinance by the Board of Supervisors would constitute approval of any changes the Parking and Traffic Department might make to the Park and Ride Program. As such, if the Board wishes to review changes to the Park and Ride Program, the proposed lease should be amended to require that such changes be submitted to the Board for approval.

**Recommendation**

Approve the proposed ordinance. To amend the proposed ordinance and associated lease documents to require Board of Supervisors approval if any changes are made to the Park and Ride Program is a policy decision for the Board of Supervisors.

## City and County of San Francisco

## DEPARTMENT OF PARKING AND TRAFFIC

## Parking Authority



ART AGNOS, Mayor  
RINA CUTLER, Executive Director

## PARK AND RIDE SHUTTLE ROUTE

BEGIN from the west Washington Street entrance of the Golden Gateway Garage (GGG) and proceed on Washington Street, then left on Battery Street to Sacramento, then right on Sacramento to the first stop at NW Sacramento and Grant;

CONTINUE on Sacramento to the second stop at NE Sacramento and Stockton;

CONTINUE west on Sacramento to Powell, then right on Powell to the third stop at SE Powell and Washington;

CONTINUE on Powell to fourth stop at SE Powell and Pacific;

CONTINUE on Powell to Broadway, then right on Broadway to fifth stop at SE Broadway and Stockton;

CONTINUE on Broadway to Columbus, then right on Columbus to sixth stop at SW Columbus and Broadway;

CONTINUE on Columbus to seventh and last stop at SW Columbus and Kearny;

CONTINUE on Columbus to Jackson, then left on Jackson to Drumm, then right on Drumm to Washington, then right on Washington to the terminal at west entrance of the GGG.



SF  
\$90.25

#2

4/17/91

ACTIONS TAKEN  
CALENDAR  
MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

Library  
Gov't Documents

WEDNESDAY, APRIL 17, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI LANDRY

1. File 97-91-2. [Environmental Review Fees] Ordinance amending the San Francisco Administrative Code by adding Section 31.46A, to be effective July 1, 1991 and operative through December 31, 1993, and amending Section 31.46 to be operative January 1, 1994, concerning fees for environmental review procedures; and adding Section 2. (Supervisor Ward)

(Consideration continued from 4/3/91)

ACTION: Hearing held. Recommended.

2. File 115-91-1. [Planning Fees] Ordinance amending Planning Code by adding Article 3.5A, Fees, article to be operative effective July 1, 1991 through December 31, 1993, to impose new fees and change the amount of fees currently charged relating to city Planning actions including the review of planning authorizations and amending Article 3.5 to be operative January 1, 1994, by adding new Section 364 and new Section 2. (Supervisor Ward)

(Consideration continued from 4/3/91)

ACTION: Hearing held. Amended on page 10, line 16 to reduce discretionary review fee from "\$100.00" to "\$75.00". Recommended as amended.

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3. File 101-90-1.1. [Government Funding] Ordinance amending the Annual Appropriation Ordinance (Ordinance No. 258-90) to delete reserve for capital items. (Controller)

ACTION: Hearing held. Recommended.

4. File 27-91-3. [Airport Lease Modification] Ordinance approving Modification No. 10 of Lease Agreement between United Air Lines, Inc. and City and County of San Francisco, acting by and through its Airports Commission. (Airports Commission)

ACTION: Hearing held. Recommended.

5. File 28-91-4. [Airport - Emergency Repair] Resolution approving a declaration of emergency, Plot 50A emergency repair of drainage system - Airport Contract No. 3005 - San Francisco International Airport - \$45,000. (Airports Commission)

ACTION: Hearing held. Recommended.

6. File 25-91-11. [Contracting Out City Services] Resolution approving Controller's certification that shuttle bus services for Airport can be performed by private contractor at a lower cost for year commencing July 1, 1991 than if work were performed by City and County employees. (Airports Commission)

ACTION: Hearing held. Recommended.



7. File 25-91-12. [Contracting Out City Services] Resolution concurring with the Controller's certification that maintenance of City-owned parking lots can be practically performed by private contractor for a lower cost than similar work services performed by City and County employees. (Department of Parking and Traffic)

ACTION: Hearing held. Consideration continued to 4/24/91.

8. File 97-91-25. [Special Trust Fund] Draft ordinance amending Administrative Code by amending Section 10.117-58 to transfer responsibility for administering the Substitute Payee Program Trust Fund from Community Mental Health Services to the Public Administrator/Public Guardian. (Supervisor Gonzalez)

ACTION: Hearing held. Amendment of the Whole (as presented by City Attorney approved as to form) entitled "[Special Trust Fund] Ordinance amending Article XIII, Chapter X, San Francisco Administrative Code by amending Section 10.117-58 thereof, establishing a special trust fund of the Public Administrator/Public Guardian and specifying purposes for which said fund may be used" adopted. Consideration continued to 5/15/91.

9. File 23-91-1. [Claim Against the Government] Resolution waiving the statute of limitations with respect to payment of two certain warrants of the City and County of San Francisco, in an amount totalling \$504.39 (John P. Hegarty, \$483.33 and Joseph D. Driscoll, \$21.06) a legal obligation of the City and County of San Francisco. (Fire Department)

(Consideration continued from 4/10/91)

ACTION: Hearing held. Question divided regarding payment of warrant to John Hegarty, \$483.33.

Amended on line 3 to delete "s" in "warrants" and insert "to Joseph D. Driscoll" between "San Francisco," and "in"; on line 4 to delete "\$483.33 and"; on line 8 to delete the "s" in warrants; on line 9 to replace "have" with "has"; to delete lines 11 and 12 entirely; on line 20 to delete "s" in warrants and to replace "their" with "its"; on line 21 to replace "payees" with "payee's" and to delete "s" in "names"; and on line 25 to delete "\$504.39".

New Title: "[Claim Against the Government] Resolution waiving the statute of limitations with respect to payment of certain warrant of the City and County of San Francisco, to Joseph D. Driscoll, in the amount of \$21.06, a legal obligation of the City and County of San Francisco."

Recommended as amended.

File 23-91-1.1. [Claim Against the Government] Resolution waiving the statute of limitations with respect to payment of certain warrant of the City and County of San Francisco, to John P. Hegarty, in the amount of \$483.33, a legal obligation of the City and County of San Francisco. Consideration continued to 4/24/91.



10. File 23-91-2. [Claim Against the Government] Resolution waiving the statute of limitations with respect to payment of two certain warrants of the City and County of San Francisco, in an amount totalling \$580.00 (Paul W. Hobson, \$310.00 and Rena A. Zimmerman, \$270.00) a legal obligation of the City and County of San Francisco. (Controller)

ACTION: Hearing held. Question divided regarding payment of warrant to Rena A. Zimmerman, \$270.00.

Amended on line 3 to insert "to Paul W. Hobson" between "San Francisco," and "in" and to replace "\$580.00" with "\$310.00"; on line 6 to delete the "s" in "warrants" and replace "have" with "has"; and to delete line 10 entirely.

New Title: "[Claim Against the Government] Resolution waiving the statute of limitations with respect to payment of certain warrant of the City and County of San Francisco, to Paul W. Hobson of \$310.00, a legal obligation of the City and County of San Francisco."

Recommended as amended.

File 23-91-2.1. [Claim Against the Government] Resolution waiving the statute of limitations with respect to payment of certain warrant of the City and County of San Francisco, to Rena A. Zimmerman, in the amount of \$270.00, a legal obligation of the City and County of San Francisco. Consideration continued to 4/24/91.

11. File 30-91-5. [D.U.I. First Offense Service Agreements] Resolution authorizing the Department of Public Health, Community Substance Abuse Services to enter into agreements with various agencies to provide services to persons convicted of first offense driving under the influence of alcohol and/or drugs at no cost to the City and County of San Francisco; authorizing the Department of Public Health to administer services. (Department of Public Health)

ACTION: Hearing held. Amended to provide for ratification of action previously taken (on line 8, after "services" add "; providing for ratification of action previously taken."; beginning on line 18, after "San Francisco" add "; and, be it further resolved, that although the City has incurred no legal obligation, the Board of Supervisors does hereby ratify the action previously taken.")

New Title: "[D.U.I First Offense Service Agreements] Resolution authorizing the Department of Public Health, Community Substance Abuse Services to enter into agreements with various agencies to provide services to persons convicted of first offense driving under the influence of alcohol and/or drugs at no cost to the City and County of San Francisco; authorizing the Department of Public Health to administer services; providing for ratification of action previously taken."

Recommended as amended.





12. File 68-90-15.1. [Grant - Amendment to State Funds] Resolution authorizing an amendment to the Mayor's Criminal Justice Council of the City and County of San Francisco's AB 90 Program Budget totalling \$825,746 from the California Youth Authority for the 1990/91 "County Justice System Subvention Program (CJSSP)" previously approved by Resolution No. 736-90 (File No. 68-90-15) and authorizing an adjustment to the budget categories previously approved by the Board of Supervisors. (Mayor)

ACTION: Hearing held. Recommended.

13. File 146-90-109.1. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend a grant of \$6,319,965 from the Health Resources and Services Administration to fund the Comprehensive AIDS Resources Emergency (CARE) Disaster Relief Supplemental Grant Project. (Mayor)

ACTION: Hearing held. Amendment of the Whole (with new title as presented by department and further amended in Committee to reserve \$650,000) adopted.

New title: "[Grant - Federal Funds] Resolution amending Resolution No. 66-91, authorizing the San Francisco Department of Public Health AIDS Office to accept and expend a grant not to exceed \$7,000,000 from the Health Resources and Services Administration to fund the Comprehensive AIDS Resources Emergency (CARE) Disaster Relief Grant Program, to authorize the expenditure of grant funds to establish and finance civil service positions for the provision of patient care services and to grant care program funds to San Mateo and Marin Counties; placing \$650,000 on reserve."

Recommended as amended.

14. File 146-91-18. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Division of Community Public Health Services, to accept and expend as subgrantee, with the San Francisco Community Clinic Consortium as prime grantee, a grant of \$86,127 from the Health Resources and Services Administration for HIV-related services in the community to the residents of San Francisco. (Mayor)

ACTION: Hearing held. Amended on lines 5 and 11 to substitute "Medical Center Outpatient Improvement Program" for "Community Clinic Consortium".

New Title: "[Grant - Federal] Resolution authorizing the Department of Public Health, Division of Community Public Health Services, to accept and expend as subgrantee, with the San Francisco Medical Center Outpatient Improvement Program as prime grantee, a grant of \$86,127 from the Health Resources and Services Administration for HIV-related services in the community."

Recommended as amended.



15. File 146-91-31. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to apply for a continuation grant of \$225,000 from the Department of Health and Human Services Centers for Disease Control, to continue funding the AIDS Surveillance Expanded Initiatives and Evaluation Project for the residents of San Francisco. (Mayor)

ACTION: Hearing held. Recommended.

16. File 146-91-32. [Grant - State Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Family Health Bureau to apply for a grant of \$450,000 from the State Department of Health Services, Maternal Child Health Branch for perinatal services for the residents of San Francisco. (Mayor)

ACTION: Hearing held. Recommended.

17. File 272-91-2. [Agreement] Resolution authorizing the Director of Property to execute an agreement with the State of California, Department of Transportation providing for the possession of State Parcel Numbers DD-38276-01-01 and DD-38879-01-01, also known as a portion of Assessor's Block 3794 and 3742, and to accept property deeds on behalf of the City and County of San Francisco from the State of California for subject property pursuant to Senate Bill 2005 as required for construction of the Embarcadero Surface Roadway and other waterfront transportation projects. (Real Estate Department)

ACTION: Hearing held. Recommended.



CITY AND COUNTY



OF SAN FRANCISCO

**BOARD OF SUPERVISORS**

**BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

April 15, 1991

**TO:** Finance Committee  
**FROM:** Budget Analyst - *recommended 11-02*  
**SUBJECT:** April 17, 1991 Finance Committee Meeting

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Items 1 and 2 - Files 97-91-2 and 115-91-1

**Note:** These items were continued by the Finance Committee at its meeting of April 3, 1991.

**Department:** City Planning

**Items:** Ordinance amending the San Francisco Administrative Code by adding Section 31.46A, to be effective July 1, 1991 through December 31, 1993, and by amending Section 31.46 to be operative January 1, 1994, concerning fees for environmental review procedures (File 97-91-2).

Ordinance amending Part II of the San Francisco Municipal Code (City Planning Code) by adding Article 3.5A, "Fees," to be effective July 1, 1991 through December 31, 1993, to impose new fees and change the amount of fees currently charged relating to Department of City Planning actions including the review of planning authorizations, and amending Article 3.5 to be operative January 1, 1994, and by adding a new Section 364.

**Purpose:** In order to finance the hiring of 17 new permanent positions (one of which would be for a one-year period only) and two temporary positions through FY 1991-92 for purposes of expediting the permit process, improving other planning services and financing new computer system and system maintenance costs, the proposed legislation would propose new fees, and changes in the amount of fees currently charged. These fees relate to the review and approval processes performed by the Implementation Division of the

Department of City Planning, including environmental reviews (File 97-91-2) and the review of planning authorizations (File 115-91-1). Also, surcharges would be imposed for purposes of financing new computer and computer-related costs (Files 97-91-2 and 115-91-1).

**Description:**

The proposed ordinance (File 97-91-2) would amend the San Francisco Administrative Code by substituting a new set of fees in Section 31.46A, which would introduce new fees and increase existing fees for environmental reviews performed by the Department of City Planning. However, in the absence of positive action by the Board of Supervisors, Section 31.46A would cease to be effective on December 31, 1993, and fees charged for environmental reviews would revert to those currently in existence, as contained in Section 31.46, on January 1, 1994 (sunset clause). Fees for these services performed by the Department of City Planning were last increased in August of 1988. The proposed amendments would add new fees and increase existing fees as shown in Attachment 1.

The proposed ordinance (File 115-91-1) would amend various sections of the Planning Code by substituting a new set of fees in Section 3.5A, which would introduce new fees and increase existing fees charged for services performed by the Department of City Planning. However, in the absence of positive action by the Board of Supervisors, Section 3.5A would cease to be effective on December 31, 1993, and fees charged for planning services would revert to those currently in existence, as contained in Section 3.5, on January 1, 1994 (sunset clause). Fees for these services performed by the Department of City Planning were last increased in August of 1988. The proposed amendments would add new fees and increase existing fees as shown in Attachment 2.

The Department of City Planning estimates that the proposed fee increases will increase revenues in FY 1991-92 by \$736,435, from \$2,225,000 to \$2,961,435, or by approximately 33.1 percent. The table on the following page entitled "Comparison of Revenues with Expenditures" shows the Department's estimate of the effect on revenues of the proposed new fees and fee increases. The Department anticipates that the additional revenues would be used to fund 12 additional permanent staff in order to expedite permit processing, environmental review services, and other services to the public. A listing of those positions is shown as follows:



- Information Counter Planner	1
- Permit Processing/Records Clerical support	3
- Office of Environmental Review Planners	5
- Landmarks Planner	1
- Conditional Uses Planner	1
- Variance Planner	<u>1</u>
Total	12

Actual and estimated revenues and costs of the Department's Implementation Division operations for FY 1989-90, FY 1990-91, and FY 1991-92 are summarized as follows:

**Comparison of Revenues  
With Expenditures**

	FY 1989-90 Actual Based <u>on Existing fees</u>	FY 1990-91 Estimated Based <u>on Existing fees</u>	FY 1991-92 Estimated Based <u>on Proposed Fee increases</u>
Fee Revenues	\$2,476,723	\$2,225,000	\$2,961,435
Implementation Division Costs	<u>2,764,362</u>	<u>3,222,456</u>	<u>3,834,440</u>
Excess of Costs over Revenues	(\$247,639)	(\$997,456)	(\$873,005)

As the table above shows, the estimated revenues for FY 1991-92, which take into account these proposed new fees and fee increases, will not cover DCP's estimated costs, which include the 12 new positions for FY 1991-92. The shortfalls are covered by the General Fund. However, the 12 new permanent positions to be requested for expediting permit processing and improving other planning services would be financed by the amount of the new and increased fees being proposed (an estimated increase of \$736,435 for FY 1991-92).

According to Mr. Milt Edelin, Deputy Director of Planning, the additional staffing would enable processing times for applications and reviews to be reduced as follows:

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Categorical Exemptions	5 days to 2 days
General Rule Exclusions	2 months to 5 weeks
Negative Declarations	6 months to 4 months
Environmental Impact Reports	12-18 months to 12 months
Variances	5 months to 3 months
Neighborhood Commercial Conditional Uses	3 months to 2 months
Non-Neighborhood Commer- cial Conditional Uses	Reduce average back- log from 50 to 35 cases
Permit processing	10 days to 5 days or less

In addition to the new fee revenues cited above, one-time and ongoing surcharges would be imposed on the new and existing fees charged by the Implementation Division to recover the costs associated with proposed new hardware and software systems. Those systems would be used to computerize activities associated with the Department's permit application processes, including updating the property information data base. The surcharge percentages associated with the proposed new computer system would finance the following items:

<u>Description</u>	<u>Cost</u>	<u>Surcharge</u>
Purchase of computer equipment	\$ 67,271 <sup>1</sup>	2.5% (one-time)
Developmental computerization <sup>2</sup>	143,579	5.4% (one-time)
Maintaining computerization system <sup>3</sup>	<u>228,917</u>	<u>8.6% (ongoing)</u>
Total	\$439,767	16.5%

The following two additional temporary and one 12-month duration positions will be requested for one year for the one-time computerization development tasks.

1 Planner I	Update Block Books	Temporary
1 Planner III	Rewrite Planning Code	12 months
1 Senior Clerk Typist	Planning Code Input	Temporary

Additionally, four new permanent positions that would be requested to operate and maintain the computerized systems are as follows:

<sup>1</sup>Additional carryforward funds of \$210,660 for other needed computer equipment have been approved by the EIPSC.

<sup>2</sup>Three new positions through FY 1991-92

<sup>3</sup>Four new permanent positions

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- 1 Planner IV Urban Systems Analyst
- 1 Data Entry Operator
- 1 Management Information Systems Specialist
- 1 Principal Clerk

Computerization of records and processes would be achieved over a multi-year period. Initial benefits to be gained are:

1. Public access through computers of the rewritten Planning Code.
2. Public access through computers to zoning and parcel information.
3. Public access through computers to status and location of permit applications.
4. Computer printout summarizing the basic zoning and restrictions for a parcel available to users, applicants and visitors.
5. Computers will automatically calculate basic measurable lot information such as rear yards, averaging, lot areas, and building square footage.

The proposed legislation would require that the Planning Commission conduct a public hearing at the end of FY 1992-93 to review whether the level of services provided by the Department of City Planning are as contemplated under the proposed legislation. The Planning Commission would, at that time, determine whether to initiate an ordinance to extend or to otherwise modify the fees related to the Department's application processes that are contained in the subject proposed legislation. The Planning Commission would provide a report on results of the public hearing with recommendations on its findings to the Board of Supervisors, within one month of the date of the public hearing.

**Comments:**

1. The Electronic Information Processing Steering Committee (EIPSC) has reviewed and approved the Department's Three Year Information System Master Plan, which includes the computer equipment associated with this proposed legislation.
2. A report titled "Management Audit of the City's Permit Processing System," conducted by the Budget Analyst and issued in October of 1989 contains the following recommendations that relate to the proposed legislation:

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- Adjust existing fees to fully recover the costs of the Implementation Division.

3. A report titled "Management Audit of the Department of City Planning," conducted by the Budget Analyst and issued in December of 1988 contains the following recommendation that relates to the proposed legislation:

- Initiate action to restore up to a maximum of 12 positions in the Planning Department if, after the implementation of a representative number of the recommendations made in this report, such additional positions can be justified.

The Department of City Planning has provided documentation to the Budget Analyst reporting that a representative number of the recommendations made in the audit report either have been implemented or are in the process of being implemented. Based on the previous extensive management audit review of the Department of City Planning by the Budget Analyst, it appears that the proposed fee increases, relating to the 12 new positions previously recommended by the Budget Analyst, are justified.

4. The Finance Committee adopted various amendments to the proposed legislation at its meeting of February 27, 1991, which were referred to the City Planning Commission. The City Planning Commission by resolution adopted those amendments at its meeting of March 14, 1991. According to Mr. Robert Passmore, Assistant Director for Implementation, Department of City Planning, the sunset clause has been added to the proposed legislation as an accommodation to those community interests that desire a check on whether the Planning Department's processing times and other planned enhanced services are actually realized.

5. In accordance with the request of the Finance Committee, the Planning Commission reviewed the proposed increase of Discretionary Review fees from the current \$50 to the proposed \$100 and decided to maintain the requested increase of \$100.

6. As reflected in the proposed amended ordinances that are currently before the Finance Committee, the proposed increases in planning permit and environmental review fees would not become effective until July 1, 1991.

7. The Planning Commission has approved and the Mayor has signed three related supplemental appropriation requests that would provide the previously described new positions, new computer equipment, and related costs. However, the Controller has not certified the availability of funds to cover the costs contained in the proposed supplemental appropriation requests.

8. The Budget Analyst has reviewed the related uncertified supplemental appropriation requests and additional budgetary information provided by the Department of City Planning. Based on those reviews, we conclude that, based on a positive economy, the revenues that would be generated by the proposed new fees, fee increases, and surcharges, would cover the costs of the associated personnel, equipment, and related expenses. However, given the current slowdown in the economy, whether the projected revenues would be realized on an annual basis, or, if realized on an annual basis, whether those revenues would be realized in a timely fashion (so as not to lag the associated personnel, equipment and related costs) cannot be answered with certainty.

9. According to Mr. Gerardo Sandoval of the the Mayor's Budget Office, the Mayor's Office anticipates including the personnel, equipment and related costs associated with the subject proposed fee enhancement legislation in the FY 1991-92 budget of the Department of City Planning.

**Recommendation:** The decision of whether to impose new fees, increase existing fees by 33.1 percent, and impose new surcharges on fees to be effective July 1, 1991, for the purpose of generating increased revenues to be used for hiring additional personnel and related costs, is a policy matter for the Board of Supervisors.



<u>Type of Review</u>	<u>Basis of Fee</u>	<u>Examples of Basis Amount</u>	<u>Existing Fee</u>	<u>Proposed Fee</u>	<u>Percentage Change</u>	<u>Remarks</u>
Initial evaluation of a project	Construction Cost	\$10,000	\$ 160	\$300	87.5	
		100,000	313	570	82.1	
		500,000	993	1,560	57.1	
		10,000,000	11,743	19,810	68.7	
		100,000,000	25,743	38,810	50.8	
Environmental Impact Report	Construction cost	150,000	7,000	11,000	57.1	For projects less than \$200,000, the amounts of \$7,000 and \$11,000 are for each 200 staff-hours or fraction thereof.
		950,000	8,125	13,100	61.2	
		15,000,000	20,600	34,090	65.5	
		75,000,000	37,100	54,340	46.5	
		100,000,000	42,100	59,340	41.0	
Letter of Exemption from Environmental Review	Each Letter		0	50		
Monitoring environmental mitigation measures	Each Project		0	Cost of time and materials		



<u>Type of Approval or Review</u>	<u>Basis of Fee</u>	<u>Examples of Basis Amount</u>	<u>Existing Fee</u>	<u>Proposed Fee</u>	<u>Percentage Change</u>	<u>Remarks</u>
Reclassification of Property	Assessor's Block or portion thereof	1 9	\$ 750 2,750	\$1,000 3,000	33.3 9.1	
Conditional Use/ Coastal Zone Permit	Construction cost	\$10,000 500,000 10,000,000 100,000,000	275 1,526 25,926 94,426	325 1,807 30,682 107,882	18.2 18.4 18.3 14.3	
Variance	Construction cost	10,000 500,000 10,000,000 100,000,000	275 1,526 25,926 94,426	500 1,872 30,872 108,872	81.8 22.7 19.1 15.3	
Building Permit Review	Construction cost	10,000 100,000 1,000,000 10,000,000 100,000,000	45 180 1,530 11,830 110,830	60 213 1,663 15,063 132,063	33.3 18.3 8.7 27.3 19.2	
Building Demolition	Each application		100	200	100.0	
Sign Application	Each application		50	75	50.0	
Master Plan Referral	Each referral	Administrative	0	100		
		Planning Commis- sion Action	0	250		
Monitoring Projects	Each: Conditional User Coastal Zone Permit Variance		0	100		\$100 plus time and materials beyond two hours of staff time for monitoring conditions of approval.

<u>Type of Approval or Review</u>	<u>Basis of Fee</u>	<u>Examples of Basis Amount</u>	<u>Existing Fee</u>	<u>Proposed Fee</u>	<u>Percentage Change</u>	<u>Remarks</u>
Requests Relating to TDR <sup>1</sup> and Article 112 designated buildings	Construction Cost	Minor Less the \$10,000 but not minor \$10,000 20,000 100,000	0 100 100 100 100	0 200 410 438 666	0.0 100.0 310 338.5 566.5	Fees are in accordance with schedule for review of conditional use applications.
Designation of Landmark	Each application		0	100		
Amendment or rescission of Landmark	Each application		50	250	400.0	
Certificate of Appropriateness	Construction Cost	9,999 10,000 50,000	200 200 200	200 410 524	0 105.0 162	Fees are in accordance with schedule for review of conditional use applications.
Discretionary Review	Each application		50	100	100.0	
Letters of Zoning Compliance	Each application	Single family Projects under 40 feet Projects over 40 feet	0 0 0	50 100 250		

<sup>1</sup> Transfer of Development Rights.

<sup>2</sup> Article 11 of the Planning Code is concerned with preservation of buildings and districts of architectural, historical and aesthetic importance in the downtown area.

Item 3 - File 101-90-1.1

**Department:** Controller

**Item:** Ordinance amending the Annual Appropriation Ordinance (Ordinance No. 258-90) to delete the Reserve for Capital Items.

**Description:** Section 11.12 of the Annual Appropriation Ordinance authorizes the Controller to maintain a separate reserve for capital improvement project funds. Section 11.12 further provides that upon completion of any General Fund or General Fund supported capital improvement project, the unexpended balances remaining in the project appropriation are automatically appropriated to the Reserve for Capital Items for future use on other capital improvement projects.

The proposed ordinance would delete Section 11.12 from the Annual Appropriation Ordinance. If the section is deleted, any unexpended General Fund capital improvement project monies would be retained in the General Fund Reserve to help offset the projected shortfall in the General Fund for the balance of Fiscal Year 1990-91.

**Comments:** Mr. John Madden of the Controller's Office advises that an estimate of the amount of unexpended capital improvement project funds cannot be provided until capital improvement projects are closed out at the end of the fiscal year, on June 30, 1991. However, Mr. Madden reports that in Fiscal Year 1989-90, unexpended capital improvement project funds amounted to approximately \$2 million. Those funds were automatically appropriated to the Reserve for Capital Items and budgeted for capital improvement projects for Fiscal Year 1990-91.

**Recommendation:** Approve the proposed ordinance.



Item 4 - File 27-91-3

- Department:** Airports Commission
- Item:** Ordinance approving Modification No. 10 of lease agreement between United Air Lines, Inc. and the City.
- Description:** The proposed ordinance would approve a modification of the lease agreement between United Air Lines, Inc. and the City. The existing lease with United Air Lines is for a 30-year term from July 1, 1981 to June 30, 2011.
- The proposed lease modification would (1) increase the exclusive use space occupied by United Air Lines to include 4,357 sq. ft. of public lounge area located in the East sector of Boarding Area F and 150 sq. ft. of space adjacent to the lounge, for a total increase in exclusive use space of 4,507 sq. ft., from 353,200 sq. ft. to 357,707 sq. ft. United Air Lines has requested this space in order to develop an annex to its Red Carpet Room and an expanded Customer Service Center. Additionally, as a condition of the proposed lease modification, United Air Lines would relinquish back to the Airport its present Customer Service Counter area located in Boarding Area F, which is comprised of 101 sq. ft. The Airport would use this space to adjust the arrangement of the concessions located in this area.
- Comment:** Ms. Angela Gittens of the Airport reports, that the proposed changes in United Air Lines exclusive use space would result in increased revenues to the Airport from United Air Lines of approximately \$120,079 annually.
- Recommendation:** Approve the proposed ordinance.





Item 5 - File 28-91-4

**Department:** Airports Commission

**Item:** Resolution authorizing emergency work to repair the drainage system in Plot 50A of the Airport, Airport Contract No. 3005,

**Amount:** \$45,000

**Source of Funds:** Airport Facilities Maintenance Fund No. 104

**Description:** On March 3, 1991, Airport personnel detected water flowing into the sewage system in Plot 50A of the Airport, which is located in the North Field area adjacent to the North Access Road. Investigation revealed that a water drainage line had broken and that the resulting water drainage into the sewage system had caused sewer pipelines to back up and an overload in the Airport's Sewage Treatment Plant. The Airports Commission declared an emergency on March 7, 1991.

In accordance with Section 6.30 of the Administrative Code, the Airport initiated an expedited contracting procedure for the necessary repair work to the broken water drainage system. The Airport contracted with American Construction Company, a "registered" (not "certified") MBE firm that was performing construction work on the Airport's sewer system at the time, to perform the repair work. A registered firm is a non-San Francisco firm that was certified and eligible for the bid preference under the previous MBE/WBE/LBE Ordinance. The estimated cost of the work was \$45,000. Work commenced on March 4, 1991.

**Comments:** Mr. Reuben Halili of the Airport reports that the repair work on the drainage system was completed on March 26, 1991, at a cost of \$45,000.

**Recommendation:** Approve the proposed resolution.



Item 6 - File 25-91-11

**Department:** San Francisco International Airport

**Item:** Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

**Services to be Performed:** Shuttlebus Services

**Description:** The Controller has determined that contracting for these shuttlebus services in fiscal year 1991-92 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operated Costs</u>		
Salaries and Wages	\$1,815,172	\$1,863,821
Fringe Benefits	<u>481,986</u>	<u>492,810</u>
Subtotal Personnel	\$2,297,158	\$2,356,631
Operating Expenses	<u>364,332</u>	<u>364,332</u>
Total	\$2,661,490	\$2,720,963
<u>Contractual Services</u>	<u>2,230,969</u>	<u>2,230,969</u>
<u>Estimated Savings</u>	\$ 430,521	\$ 489,994

**Comments:**

1. Shuttlebus services were first certified as required by Charter Section 8.300-1 in 1984. These services have been provided by an outside contractor since 1975.
2. The current ten year contract, which expires December 31, 1993, is with SFO Shuttle Bus Company. The contracted service cost used for the purpose of this analysis is the estimated contract cost for fiscal year 1991-92.
3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

**Recommendation:** Approve the proposed resolution.

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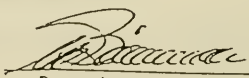
CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department SFIA-Operations

Contract Services SFO Shuttle Bus Service

For the term starting approximately July 1, 1991 through June 30, 1992

- 1) Who performed services prior to contracting out? With the construction of the Remote Parking Facility in 1975, shuttle bus service was initiated by the City. Prior to 1975, the area was utilized as a small parking lot for SFIA employee parking. An employee van service was provided by Airport Parking Management (APM).
- 2) Number of City employees laid off as a result of contracting out?  
None (See #1)
- 3) Explain disposition of employees if they were not laid off.  
N/A (See #1)
- 4) What percent of a City employee's time is spent on services to be contracted out?  
N/A (See #1)
- 5) How long have the services been contracted out?  
Since 1975
- 6) When was the first fiscal year for a Proposition J certification?  
Fiscal Year 1984-1985
- 7) How will contract services meet the goals of your MBE/WBE Action Plan?  
Although this contract was not awarded to a MBE/WBE firm in 1983, it adheres to the City's non-discrimination ordinance of Chapters 12B and 12C of the San Francisco Administrative Code.

  
\_\_\_\_\_  
Department Representative  
Duke Briscoe, Deputy Director-Operations  
876-2112  
\_\_\_\_\_  
Telephone

Item 7 - File 25-91-12

**Department:** Parking and Traffic

**Proposed Action:** Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

**Services to be Performed:** Cleaning and Landscape Maintenance of City-owned Parking Lots.

**Description:** The Controller has determined that contracting for these cleaning and landscape maintenance services in fiscal year 1991-92 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operating Service Costs</u>		
Salaries	\$177,954	\$207,451
Fringe Benefits	49,358	55,921
Operating Expenses	<u>22,000</u>	<u>22,000</u>
Total	\$249,312	\$285,372
<u>Contracted Service Cost</u>	<u>90,000</u>	<u>90,000</u>
<u>Estimated Savings</u>	\$159,312	\$195,372

**Comments:**

1. Cleaning and landscape maintenance services were first certified as required by Charter Section 8.300-1 in 1985 and have been provided by an outside contractor since then.
2. The current two-year contract, which expires June 30, 1991, is with Custodian Janitorial Services. The contracted service cost used for the purpose of this analysis is an informal bid from the current contractor.
3. The Controller's supplemental questionnaire with the Department of Parking and Traffic's responses, including the MBE/WBE status of this contract, is attached.

**Recommendation:** Approve the proposed resolution.

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CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department PARKING AND TRAFFIC  
Contract Services Cleaning and landscape maintenance service contract for neighborhood parking facilities  
For the term starting approximately July 1, 1991 through June 30, 1992

- 1) Who performed services prior to contracting out?

Service has been contracted out for over six years. Prior to that time, the Bureau of Street Cleaning and Urban Forestry performed work.

- 2) Number of City employees laid off as a result of contracting out?

None, to my knowledge.

- 3) Explain disposition of employees if they were not laid off.

Re- assigned other responsibilities.

- 4) What percent of a City employee's time is spent on services to be contracted out?

Unknown

- 5) How long have the services been contracted out?

Since May, 1985

- 6) When was the first fiscal year for a Proposition J certification?

1984/85

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

Current contractor is a minority-owned business

KEVIN M. HAGERTY

Department Representative

554 - 9805

Telephone



Item 8 - File 97-91-25

1. The proposed draft ordinance would amend Section 10.117-58 of the Administrative Code to transfer responsibility for administering the Substitute Payee Program Trust Fund from Community Mental Health Services to the Public Administrator/Public Guardian.

2. Mr. Ricardo Hernandez, Public Administrator/Guardian reports that the Public Guardian provides representative - payee services for clients receiving treatment from the State Institutions for Mental Disease (I.M.D.). The Public Guardian's I.M.D. Division manages the clients' incomes (i.e., Social Security Income (SSI), Social Security Administration income (SSA) benefits, Veterans Administration benefits, pensions) and uses these monies to (1) reimburse the State Department of Mental Health's locked facilities for the client's share of costs, (2) reimburse health care providers for uncovered medical expenses incurred by clients, (3) provide clients with money for personal needs and clothing and (4) pay interim placement costs to hotels and Board and Care facilities when a client is discharged from a State institution. The I.M.D. Division is funded by SSI and SSA funds. Social Security Administration regulations permit the Public Guardian to be reimbursed 10 percent of each client's costs for treatment at locked facilities, to be used to administer the representative-payee program. For fiscal year 1990-91, \$307,258 in revenues was budgeted for the I.M.D. Division for the provision of these services. The I.M.D. Division serves approximately 350 to 400 clients annually.

3. The Department of Public Health (DPH) Community Mental Health Services Substitute Payee Program performs representative-payee services for clients who are receiving mental health treatment on an outpatient basis at Community Mental Health Clinics. Community Mental Health Services manages the clients' incomes (Social Security Income (SSI), Social Security Administration income (SSA), Veteran's Administration benefits, General Assistance, pensions) and uses these monies to pay the client's rent and utilities and to provide the clients with money for personal needs. In addition to managing the clients' incomes, the Program also provides general case management services to the clients. The Community Mental Health Services Substitute Payee Program is funded by General Fund monies. Social Security Administration regulations do not provide for reimbursement to the City for the provision of representative-payee services to clients receiving treatment in the community. For fiscal year 1990-91, \$149,676 was budgeted for personnel for the Substitute Payee Program for the provision of these services. The Substitute Payee Program serves approximately 450 clients annually.

4. Mr. Hernandez reports that the Public Guardian I.M.D. Division, and the DPH, Community Mental Health Services Substitute Payee Program, essentially serve the same clients. The determination as to which Department will provide the representative-payee services is based solely on whether the client is institutionalized (responsibility of the Public Guardian) or is receiving services on an outpatient basis (responsibility of the Community Mental Health Services). Mr. Hernandez advises that the separation of the fiscal management of these services between the Public Guardian's Office and the DPH, Community Mental

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Health Services, has caused confusion and inefficiency. As such, the two Departments are proposing to consolidate the representative-payee functions under the single management of the Public Guardian. Mr. Hernandez advises that the Departments have included the budget adjustments that would be required to consolidate these functions, in their respective departmental budget requests for fiscal year 1991-92.

5. Mr. Larry Doyle of the DPH, Community Mental Health Services reports that the consolidation of the representative-payee functions would result in the downgrading of a 1650 Accountant position which is currently funded by General Funds to a 2905 Sr. Eligibility Worker. The Public Administrator/Guardian reports that the Sr. Eligibility Worker would be a Medi-Cal revenue funded position.

6. The proposed ordinance would amend the Administrative Code by amending Section 10.117-58 to transfer the Substitute Payee Program Trust Fund from DPH, Community Mental Health Services to the Public Administrator/Guardian. The two Departments are proposing this amendment to the Administrative Code in connection with the proposed consolidation of the representative-payee services. The Substitute Payee Program Trust Fund was established as a special fund to be used by Community Mental Health Services to deposit entitlement checks on behalf of individual clients.

#### Recommendation

Approve the proposed ordinance.

Item 9 - File 23-91-1

**Note:** This item was continued by the Finance Committee at its meeting of April 10, 1991.

1. The proposed resolution would waive the statute of limitations with respect to the payment of two City and County of San Francisco warrants.

2. These warrants become void after one year from the date on which the warrants were issued. If the payee presents the void warrant to the Controller within three years, or declares by affidavit that such warrant has been lost or destroyed within three years, then the Controller is authorized by Section 10.182 (a) of the San Francisco Administrative Code to issue a new warrant in the same amount of the original warrant.

3. The proposed resolution would authorize the Controller to replace two void warrants which were issued over three years ago to two Fire Department employees.

**Comments**

1. As indicated below, one of the warrants was issued approximately ten years ago and one of the warrants was issued approximately eleven years ago.

2. Ms. Maureen Hrenoff of the Fire Department reports that the two individual employees have reported to the Fire Department that they have recently found the following two uncashed warrants:

<u>Date Issued</u>	<u>Warrant No.</u>	<u>Amount</u>	<u>Payee</u>	<u>Purpose</u>
1/1/80	515-0506738	\$483.33	John P. Hegarty	Bi-Weekly Salary
8/11/81	515-1942727	<u>21.06</u>	Joseph D. Driscoll	Retroactive Salary
	Total	\$504.39		

3. Mr. Henry Leigh of the Controller's Office reports that the original warrant issued to Joseph D. Driscoll was cancelled on October 1, 1985. Mr. Leigh further indicates that no replacements warrants were subsequently issued to Mr. Driscoll.

4. Mr. Leigh indicates that the Controller's Office has no record of whether the warrant issued to John P. Hegarty was cancelled and whether any replacement warrants were subsequently issued, because the Controller's Office only keeps records on warrants from 1981 to the present, and Mr. Hegarty's warrant was issued in 1980.

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Memo to Finance Committee  
April 10, 1991

**Recommendation**

Approve the proposed resolution to waive the statute of limitations for Joseph D. Driscoll's warrant of \$21.06. Approval of the proposed resolution to waive the statute of limitations for John P. Hegarty's warrant of \$483.33 is a policy matter for the Board of Supervisors.

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Item 10 - File 23-91-2

**Item:** The proposed resolution would waive the statute of limitations with respect to the payment of two City and County of San Francisco warrants.

**Description:** City and County of San Francisco warrants become void after one year from the date on which the warrants were issued. If the payee presents the void warrant to the Controller within three years, or declares by affidavit that such warrant has been lost or destroyed within three years, then the Controller is authorized by Section 10.182 (a) of the San Francisco Administrative Code to issue a new warrant in the same amount of the original warrant. The proposed warrant would authorize the Controller to replace two void warrants which were issued over three years ago.

**Comments:** 1. As indicated below, one of the warrants was issued approximately eight years ago, and one of the warrants was issued approximately five years ago.

<u>Date</u> <u>Issued</u>	<u>Warrant</u> <u>Number</u>	<u>Amount</u>	<u>Payee</u>	<u>Purpose</u>
12/7/83	560-1026098	\$310.00	Paul W. Hobson	Refunded Muni Traffic Court Bail
8/14/86	550-2150675	<u>\$270.00</u>	Rena A. Zimmerman	Health Service Medical Claim
Total		\$580.00		

2. Mr. Henry Leigh of the Controller's Office reports that the warrant issued to Paul W. Hobson was cancelled on June 29, 1987. Mr. Leigh indicates that Paul W. Hobson tried to cash the warrant with his bank in 1988. However, when the bank presented the Controller's Office with the check for payment, the Controller's Office refused payment because the warrant was void. Mr. Leigh indicates that records indicate that no replacement warrants have been issued.

3. Mr. Leigh reports that the original warrant which was issued to Rena A. Zimmerman was cancelled on June 30, 1988. Mr. Leigh also reports that records indicate that no replacement warrants have been issued.

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**





Item 11 - File 30-91-5

**Department:** Department of Public Health (DPH)  
Community Substance Abuse Services

**Item:** Resolution authorizing the Department of Public Health to enter into agreements with various organizations to provide services to persons convicted of a first offense for driving under the influence of alcohol and/or drugs at no cost to the City and County, and authorizing the DPH to administer such services.

**Term of Agreements:** July 1, 1990 to June 30, 1994

**Description:** The proposed resolution would authorize the DPH to enter into agreements with the following organizations: Driver Performance Institutes, Inc., Institute for Advanced Driver Education and Training, Inc. and the National Council on Alcoholism and Other Drug Addictions - Bay Area Inc. Under the proposed agreements, these agencies would provide services to persons convicted of a first offense for driving-under-the-influence of alcohol and/or drugs. Specific services provided by each agency would include individual assessment, group education and counseling and referral services. Clients are referred by the Municipal Court to complete a minimum of 30 hours of class time, over a three month period. All clients must be residents of San Francisco or be arrested in San Francisco.

The agreements with the above-noted agencies do not entail any financial costs to the City. The three agencies are reimbursed for their services by client fees. The proposed agreements provide that the City is to receive a contract monitoring fee of five percent of the actual client revenues received monthly by the three agencies. The agencies' total projected revenues for 1990-91, along with the City's five percent contract monitoring fees, are as follows:

	Total Projected 1990-91 Revenues	City's Estimated 5% Monitoring Fees
Driver Performance Institutes, Inc.	\$117,300	\$5,865
Institute for Advanced Driver Education and Training, Inc.	233,280	11,664
National Council on Alcoholism and Other Drug Addictions-Bay Area Inc.	<u>125,024</u> \$475,604	<u>6,251</u> \$23,780

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**Comments:**

1. Dr. Wayne Clark of the DPH reports that the Department issued an RFP, in March 1990 to acquire the necessary services for persons convicted of driving-under-the-influence. Dr. Clark advises that the three agencies noted above were the only agencies that submitted a response to the RFP. Dr. Clark adds that all three agencies are certified by the State and the Department made the determination that the agencies were all qualified to provide the needed services.

2. The DPH reports that State law requires that community agencies enter into a formal agreement with their local governmental agency, in order to provide the above-noted services to persons convicted of driving-under-the-influence.

3. As noted above, the proposed agreements would have an effective commencement date of July 1, 1990. As such, the proposed legislation should be amended to authorize the DPH to enter into the proposed agreements retroactively. Dr. Clark advises that the three agencies have been providing services since July 1, 1990, and that the agencies have been reimbursing the City the five percent monitoring fee.

**Recommendation:** Amend the proposed legislation to authorize the DPH to enter into the proposed agreements retroactively and approve the legislation as amended.

Item 12 - File 68-90-15,1

**Department:** Mayor's Criminal Justice Council (MCJC)

**Item:** Resolution authorizing an amendment to the AB 90 program budget of the Mayor's Criminal Justice Council totalling \$825,746 from the California Youth Authority for the 1990-91 "County Justice System Subvention Program (CJSSP)" previously approved by Resolution No. 736-90 (File 68-90-15) and authorizing an adjustment to the budget categories previously approved by the Board of Supervisors.

**Amount:** \$144,806

**Source of Funds:** California Youth Authority

**Term of Grant Subventions:** July 1, 1990 through June 30, 1991

**Project:** AB 90 County Justice System Subvention Program (CJSSP)

**Description:** AB 90 Program funds are used to reimburse the City for certain State mandated juvenile and adult justice program costs and to fund planning and coordinating activities. Fiscal Year 1990-91 is the thirteenth year of funding for this Program.

In September of 1990, the Board of Supervisors approved Resolution No. 736-90 (File No. 68-90-15) authorizing the Mayor's Criminal Justice Council (MCJC) to apply for, accept and expend State grant subvention funds in the amount of \$825,746 for FY 1990-91. MCJC had requested \$1,620,242 in State grant subvention funds for the CJSSP but was informed by the California Youth Authority that, because of the State's budget cuts, the City would receive a total grant allocation of \$825,746, a 49 percent reduction from the original allocation.

Because of the 49 percent reduction in CJSSP funds, the Mayor allocated previously budgeted FY 1990-91 General Fund monies in the amount of \$144,806 to partially replace AB 90 funding. The \$144,806 allocation is for the Adult Probation Department (\$114,806) to partially fund the Intensive Services Unit and for the Public Defender's Office (\$30,000) to partially fund the Case Preparation Program. Provision of General Fund monies for the stated purposes allows releasing AB 90 funds totalling \$144,806 for redistribution among various community-based agencies under the CJSSP, which is the subject of this proposed legislation.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

The following table outlines the previously approved FY 1990-91 grant allocations along with the requested revised allocations:

	Original 1990-91 <u>Allocation</u>	Proposed Reallocated AB 90 <u>Amounts</u>	Revised 1990-91 <u>Allocation</u>
<u>Public Agencies</u>			
MCJC	\$170,127	0	\$170,127
Adult Probation Intensive Services Unit (ISU)	242,756	(\$114,806)	127,950
Public Defender Casework Preparation Program	<u>61,313</u>	<u>(30,000)</u>	<u>31,313</u>
Subtotal	\$474,196	(\$144,806)	\$329,390
<u>Private Non-Profit Agencies</u>			
Legal Services for Children	\$17,637	\$30,000	\$47,637
Morrisania West	127,915	0	127,915
Chinatown Youth Center	68,422	20,000	88,422
San Francisco Educational Services (SFES)	42,730	47,806	90,536
Central City Hospitality House	47,250	22,000	69,250
Catholic Charities - Clinical Supervisor	16,400	0	16,400
Catholic Charities - Mission District	26,044	0	26,044
Catholic Charities - Sunset District	0	25,000	25,000
Young Community Developers	<u>5,152</u>	<u>0</u>	<u>5,152</u>
Subtotal	<u>\$351,550</u>	<u>\$144,806</u>	<u>\$496,356</u>
Total	<u>\$825,746</u>	<u>0</u>	<u>\$825,746</u>

**Comments:**

1. Mr. John Madden of the Controller's Office reports that the allocation of \$114,806 to the Adult Probation Department and \$30,000 to the Public Defender's Office from the General Fund to replace AB 90 funding was made in October of 1990 during the process of rebalancing the City's budget following the State's funding reductions.

2. The City's Charter provides that "upon written recommendation of the chief administrative officer, or board or commission for the use of which funds have been appropriated, and the approval of the mayor, the board of supervisors may transfer an unencumbered balance, or part thereof, of an appropriation made for the use of one department, to another." The proposed resolution would transfer unencumbered funds from the Adult Probation and Public Defender's Offices to the Mayor's Office for allocation to the private non-profit agencies.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

3. Ms. Joyce Smith of the MCJC reports that with the exception of the Catholic Charities - Sunset District, the proposed fund reallocations previously cited will be expended by June 30, 1991. Funding in the amount of \$25,000 for Catholic Charities Sunset District is scheduled to be expended by October 31, 1991. Ms. Smith reports that some of the participating private non-profit agencies have borrowed funds from Northern California Grantmakers, a non-profit foundation, in order to continue their respective AB 90 programs, pending receipt of additional AB 90 funds through this proposed reallocation.

4. Mr. Newton Lam of the MCJC has provided the following summary of benefits that would result from reallocating the amounts shown above to each respective private, non-profit, agency.

<u>Organization</u>	<u>Benefit</u>
Legal Services for Children	Case management, representation and referrals - 350 youth
Chinatown Youth Center	Job placements for 80 teens
San Francisco Educational Services	Tutoring services for 80 youth
Central City Hospitality House	Services for 125 homeless and runaway youth
Catholic Charities-Sunset District	Counseling services for 80 families and youth

**Recommendation:** Approve the proposed resolution.





Item 13 - File 146-90-109.1

**Department:** Department of Public Health (DPH),  
AIDS Office

**Item:** Resolution authorizing the DPH, AIDS Office, to accept and expend a Federal supplemental grant to fund the Comprehensive AIDS Resources Emergency (CARE) Disaster Relief Fund.

**Grant Amount:** \$6,319,965

**Source of Grant:** U.S. Department of Health and Human Services,  
Health Resources and Services Administration (HRSA)

**Grant Period:** April 4, 1991 through April 3, 1992

**Project:** Comprehensive AIDS Resources Emergency (CARE)  
Disaster Relief

**Description:** The Board of Supervisors recently authorized the DPH's AIDS Office to accept and expend \$6,393,866 for a Comprehensive AIDS Resources Emergency (CARE) Disaster Relief Grant or Formula Grant which was based upon the numbers and incidences of AIDS cases (File 146-90-88.1). In January, 1990 the Board of Supervisors authorized DPH to apply for the proposed \$6,319,965 grant which is a supplemental grant for the same project, though rather than being based on a formula, it is a competitive grant. It will be awarded based on severe need demonstrated by an Eligible Metropolitan Area. The proposed Federal grant would help fund the first year of a five year CARE Disaster Relief Program to provide disaster relief assistance to localities that are disproportionately affected by the AIDS epidemic.

\$699,016 of the \$6,319,965 would be work-ordered to the Department of Social Services, Laguna Honda Hospital and San Francisco General Hospital. Marin and San Mateo Counties are within the Federally designated Eligible Metropolitan Area. San Francisco's DPH is considered the lead agency within the Eligible Metropolitan Area. As such, DPH will receive the \$361,205 budgeted for Marin and San Mateo Counties and subsequently grant the \$361,205 to Marin and San Mateo Counties.

**Project Budget:**

<u>DPH Personnel</u>	<u>FTE</u>	<u>Amount</u>	
Secretary	2.0	\$59,038	
Clerk Typist	1.0	24,482	
Contracts Specialist	1.0	38,393	
Health Program Coordinator III	1.0	47,894	
Eligibility Appeals Specialist	2.0	73,132	
Secretary III	1.0	29,519	
Data Entry Operator	1.0	22,081	
Statistician	1.0	20,505	
Psychiatrist	1.0	80,416	
Psychiatric Social Worker	4.2	175,727	
Sr. Psychiatric Social Worker	2.0	91,664	
Fringe Benefits		<u>172,734</u>	
Total DPH Personnel	17.2		\$835,585
<u>Equipment</u>			
Computer Terminals (5 at \$3,500 each)		17,500	
Medical Equipment (General Medical Equipment for the City's Health Centers)		78,200	
Office Equipment (Typewriters, etc)		<u>13,000</u>	
Total Equipment			108,700
<u>Materials &amp; Supplies</u>			
Office Supplies		5,000	
Office Furniture		<u>10,500</u>	
Total Materials & Supplies			15,500
<u>Operating Expenses</u>			
Rent		35,000	
Telephone		5,000	
Postage		2,250	
Delivery/Courier Services		1,500	
Reproduction/Photocopying		6,000	
Printing/Slide Show		2,000	
Promotions		5,250	
Travel (Mileage & Clients)		9,688	
Staff Training		<u>3,500</u>	
Total Operating Expenses			70,188

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Department of Social Services (DSS)

HIV Child Welfare			
Worker	1.0	\$47,034	
Senior Clerk Typist	0.5	13,281	
Fringe Benefits		16,285	
Travel (Mileage)		2,000	
Travel (client)		10,000	
Client Funeral Expenses		<u>10,400</u>	
Total DSS	1.5		\$99,000

Laguna Honda Hospital

Respite Care Services			
Average difference between			
MediCal reimbursement and cost			
of service (\$76 x 1,316 days)			100,016

SF General Hospital Pharmacy

HIV Drugs			
(AZT & Aerosolized Pentamidine)			500,000

Subtotal San Francisco \$1,728,989

Other Jurisdictions Within the Eligible Metropolitan Area

San Mateo County			
AIDS Clinic		\$143,552	
Case Management		57,853	
Marin County			
AIDS Clinic		80,070	
Case Management		<u>79,730</u>	
Subtotal			\$361,205

Contractual Services

<u>Provider</u>	<u>Service</u>	<u>Amount</u>
Gay Asian Pacific Alliance		
Community HIV Project		
(GCHP) & Filipino Task Force		
on AIDS (FTFA):		
	Client Advocacy	\$75,000
CURAS	Client Advocacy	100,000
Walden House	Long Term Residential Care	214,030
Baker Places	Medium-Term Residential Care	208,800
Shanti	Housing Resource Network	160,000
Shanti	Housing Subsidies	215,000

BOARD OF SUPERVISORS  
BUDGET ANALYST

Memo to Finance Committee  
April 17, 1991

<u>Provider</u>	<u>Service</u>	<u>Amount</u>
Pacific Presbyterian Medical Center/ Visiting Nurses & Hospice of San Francisco (PPMC/VNH of SF):		
	In-Home Respite Care	\$ 75,000
Maitri AIDS Hospice	Residential Hospice	50,000
UOP School of Dentistry	Dental Care	300,000
Community Clinic Consortium	Medical Services	300,000
PPMC/VNH	Home Care Services	210,500
Continuum HIV Day Services	Substance Abuse Counseling	40,000
Operation Concern	Outpatient Mental Health	115,000
UCSF AIDS Health Project	Substance Abuse Treatment	100,000
Family Service Agency of San Francisco	Psychiatric Care	87,000
UCSF AIDS Health Project	Psychiatric Care	62,000
San Francisco AIDS Foundation	Food	137,280
Project Open Hand	Home Delivered Meals	125,000
Bayview Hunter's Point Foundation (BHPF):		
	Volunteer Recruitment	100,000
Shanti	Volunteer Recruitment	175,000
Bay Area HIV Support & Education Services of Black & White Men Together/Men of All Colors Together (BAHSES/BWMT/MACT):		
	Transportation Services	5,000
Operation Concern	Psychological Support Services	100,000
Larkin Street Youth Services	Youth Services	118,000
St. Mary's Hospital	Subacute HIV Care	507,161
CBO to be identified	Outpatient Medical Care	250,000
CBO to be identified	Residential Dementia Care	300,000
CBO to be identified	Regional Planning	<u>100,000</u>
Total Contractual Services		<u>\$4,229,771</u>
Total Grant		\$6,319,965

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**No. of People  
Served:**

Approximately 9,445 AIDS cases plus an estimated 25,000 ARC-HIV infected persons as well as the City's general population.

**Comments:**

1. Attached is the "Health Commission's "Summary of Grant Request" as prepared by the DPH for the proposed grant.
2. DPH has received Electronic Information Processing Steering Committee (EIPSC) approval for the five computer terminals.
3. Mr. Tim Piland of the DPH reports that RFPs were issued for the contractual services. 54 community-based organizations (CBOs) responded with a proposal. Of those 54 CBOs, DPH selected 22 organizations to provide various services to AIDS and ARC-HIV infected persons based on the service areas the organization provides the service to and the type of service provided, with another three organizations still to be identified.
4. Mr. Piland reports that DPH has not yet issued an RFP to community-based organizations to acquire Outpatient Medical Care, Residential Dementia Care and Regional Planning. As such, DPH cannot, at this time, identify which community-based organizations will be used or provide specific budget details regarding these contractual services. Since DPH cannot identify the organizations nor provide specific budget details for the above noted contractual services, the Budget Analyst recommends that the authorization to expend the \$250,000 for Outpatient Medical Care, the \$300,000 for Residential Dementia Care and the \$100,000 for Regional Planning be reserved pending DPH's identification of and budget details for the individual contractors to the Finance Committee.
5. Mr. Piland reports that although the grant period began on April 4, 1991, DPH has neither accepted nor incurred expenses against the proposed grant.
6. DPH would be financing 8.2 FTE additional Civil Service positions and nine existing Civil Service positions with the proposed grant for a total of 17.2 FTE positions. Mr. Piland advises that if grant funding is terminated or reduced in the future, grant funded project staff would also be terminated. In addition, the 1.5 FTE budgeted for DSS are additional Civil Service positions that would also be terminated if grant funding is terminated.

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**BUDGET ANALYST**

7. DPH will submit an amendment of the whole for the proposed resolution at the Finance Committee meeting. The proposed amendment of the whole would specify: 1) the authorization of the expenditure of grant funds to establish and finance Civil Service positions for the provision of patient care services and, 2) to grant program funds to San Mateo and Marin Counties.

**Recommendation:** Amend the proposed resolution to reserve the \$250,000 for Outpatient Medical Care, the \$300,000 for Residential Dementia Care and the \$100,000 for Regional Planning pending DPH's identification of and budget details for the individual contractors to the Finance Committee. Approve the proposed amendment of the whole as amended.



Item No. 115 San Francisco - Community - Social Services ACV. 7/10/90

Grantor Health Resources and Services Admin. Division - CO/AIDS Div  
 Contact Person Libby Hartnett Section AIDS Office  
 Address 5600 Fishers Lane  
Rockville, MD 20812 Contact Person Sandra Hernandez, M.D.  
 Telephone Tim Piland 554-9132

Amount Requested \$ 6,319,965 Application Deadline 2-15-91  
 Term: From 4-4-91 To 4-3-92 Notification Expected 4-1-91

Health Commission 3-19-91 Board of Supervisors: Finance Committee \_\_\_\_\_  
 Resolution to Apply approved by Full Board 2-5-91 Full Board \_\_\_\_\_

I. Item Description: Request to ~~apply for~~ (accept and expend) a (new) ~~continuation~~ (allocation) ~~(augmentation)~~ (a) grant in the amount of \$6,319,965 from the period of 4-4-91 to 4-3-92 to provide Comprehensive AIDS Resources Emergency (CARE) services.  
Disaster Relief Supplemental Grant

II. Summary: (Concise summary; avoid redundancy; number + groups served; services and providers)

See Attachment #2

### III. Outcomes/Objectives:

See Attachment #2

### IV. Effects of Reduction or Termination of These Funds:

Failure to accept and expend these grant funds would severely impair San Francisco's ability to respond to the AIDS epidemic.

### V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			<u>6,319,965</u>			
Personnel			<u>835,585</u>			
Equipment			<u>91,200</u>			
*Contract Svc.			<u>4,229,771</u>	(See Budget Pg. 17		for breakdown)
Mat. & Supp.			<u>15,500</u>			
Facilities/Space			<u>35,000</u>			
Other			<u>1,095,409</u>			
Indirect Costs			<u>0</u>			

### VI. Data Processing

(costs included above)

17,500 (EISPIC approved)

### VII. Personnel

F/T CSC			<u>17.2</u>	
P/T CSC				
Contractual			<u>TBD</u>	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, how?

No.

\*VIII. Contractual Services: Open Bid All Sole Source \_\_\_\_\_ (If sole source, attach Request for Proposals Form)

\*See attachment #1



Item 14 - File 146-91-18

**Department:** Department of Public Health (DPH)  
Division of Community Public Health Services

**Item:** Resolution authorizing the Department of Public Health, to accept and expend as subgrantee, with the San Francisco Community Clinic Consortium as prime grantee, a new Federal grant.

**Grant Amount:** \$86,127

**Source of Funds:** Federal Health Resources and Services Administration

**Grant Period:** January 1, 1991 through December 31, 1991

**Project:** HIV Early Intervention Services

**Description:** The proposed grant funds would be used by DPH to provide enhanced HIV early intervention services at Tom Waddell Clinic and Larkin Street Youth Center, to patients at high-risk of HIV infection. Specifically the funds would be used to (1) increase the number of HIV related patient clinic visits, (2) provide HIV prevention services to homeless youth, and (3) provide enhanced medical case management and consultation.

**No. of Persons to be Served:**

1. Enhanced prevention and case management services for 10 homeless youth.
2. Enhanced medical care, consultation, case management/community liaison for 25 HIV infected youth.
3. 1,625 additional patient visits to clinics.
4. Increased case management services for 110 men and women.

<b>Budget:</b>	<u>Personnel</u>	<u>FTE</u>	<u>Amount</u>
	Physician Specialist	0.08	\$ 6,143
	Nurse Practitioner	0.42	22,133
	Health Worker	0.83	23,573
	Public Hlth. Svc. Aide	0.21	6,500
	Med. Records Tech.	0.42	12,615
	Fringe Benefits	—	<u>15,163</u>
	Total Salaries & Benefits	1.96	\$86,127

**Required Match:** None

BOARD OF SUPERVISORS  
BUDGET ANALYST

**Indirect Costs:** None

- Comments:**
1. The DPH reports that as the subgrantee for these grant funds, the Department was not required to submit a grant application for these funds.
  2. The DPH advises that while the grant period has an effective start-up date of January 1, 1991, the Department has not incurred any expenditures against these grant funds.
  3. According to Ms. Jan Ouren of the DPH, indirect costs were not included in the project budget because the prime grantee did not allow the subgrantees to include any grant funds to be used for indirect costs.
  4. The DPH reports that the reference to San Francisco Community Clinic Consortium as the prime grantee in the proposed legislation, is incorrect. The actual prime grantee for the Federal grant funds is San Francisco Medical Center Outpatient Improvement Program. Therefore, the proposed legislation should be amended to reflect San Francisco Medical Center Outpatient Improvement Program as the prime grantee instead of San Francisco Community Clinic Consortium.
  5. Attached is the Health Commission Summary of Grant Request, as prepared by DPH for this Federal grant.

**Recommendation:** Amend the proposed resolution to identify the San Francisco Medical Center Outpatient Improvement Program as the prime grantee and approve the resolution, as amended.

Grantor DHHS-Public Health Service  
Contact Person Enrique Carter, M.D.  
Address 50 U.N. Plaza  
San Francisco, CA 94102  
Amount Requested \$ 86,127  
Term: From 1/1/91 To 12/31/91  
Health Commission \_\_\_\_\_

Division Community CPHS  
Section Administration  
Contact Person Jan Ouren  
Telephone \_\_\_\_\_  
Application Deadline Not applicable  
Notification Expected Grant awarded to SFMCOIP, Inc. 12/31/90

I. Item Description: Request to ~~(apply for)~~ as a subgrantee a ~~(new/continuation/extension/supplementation)~~  
(Circle appropriate words) grant in the amount of \$ 86,127 from the period of 1/1/91 to 12/31/91  
to provide HIV-related services in the community.

II. Summary: (Concise history; need statement; number & groups served; services and providers)  
The Department of Public Health collaborated with the San Francisco Community Clinic Consortium (SFCCC) to act as subgrantees to provide HIV early intervention services at clinic sites of both agencies. A formal contract will be negotiated between the SFCCC and DPH for purpose of proper administration of the award. At DPH, preventive and early intervention services will be provided at the Tom Waddell Clinic and the Larkin St. Youth Center, to patients at high-risk of HIV infection. These services are already being provided at these sites; the grant funds will enhance these existing services.

Objectives include: increasing the number of HIV related clinic visits; provide prevention and management of HIV to homeless youth; provide enhanced medical case, consultation and  
IV. Effects of Reduction or Termination of These Funds: Necessary service will not be expanded to meet increasing needs.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			86,127			
Personnel			86,127			
Equipment						
Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing:  
(none included above)

VII. Personnel

FT CSC			
P/T CSC			2.35 for 10.0 to 10.5 months.
Contractual			

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
Staffing will be a combination of new and existing staff and details have not been worked out.

VIII grant funded employees be retained after this grant terminates? If so, How?  
Existing City personnel will be retained; grant-funded personnel will be terminated.

VIII. Contractual Services: Open Bid \_\_\_\_\_ Sole Source \_\_\_\_\_ (If sole source, attach Request for Exception Form)





Item 15 - File 146-91-31

**Department:** Department of Public Health (DPH)  
AIDS Office

**Item:** Resolution authorizing DPH to apply for a continuation Federal grant to fund the AIDS Surveillance Expanded Initiatives and Evaluation Project.

**Grant Amount:** \$225,000

**Grant Period:** August 1, 1991 to July 31, 1992

**Source of Funds:** U.S. Department of Health and Human Services Centers for Disease Control (CDC)

**Project:** AIDS Surveillance and Expanded Initiatives Project

**Description:** The proposed grant would continue funding for the third and final year for the following two projects:

National Death Index (NDI) Match - The NDI Match project matches the National Death Index, an index of death certificates categorized by cause of death, with the San Francisco DPH Case Registry to evaluate the completeness of reporting and to obtain information on the underlying cause of death for reported persons with AIDS (PWAs).

Surveillance Evaluation of AIDS Reporting Completeness (SEARCH) - The SEARCH project proposes to assess the completeness of AIDS case reporting in San Francisco during 1990 by analyzing computerized patient care records from selected ambulatory care settings. In previous years completeness of reporting was determined by analyzing hospital patient discharge data.

**Required Match:** None.

**No. of Persons Served:** The proposed grant would be used to analyze the trend of the AIDS disease throughout the general population of San Francisco.

**Comments:** 1. Mr. Tim Piland of the DPH's AIDS Office reports that a budget for the proposed grant is currently being developed. The DPH will submit a detailed budget for the proposed grant when the DPH requests permission from the Board of Supervisors to accept and expend the proposed grant.

BOARD OF SUPERVISORS  
BUDGET ANALYST

2. Mr. Piland also reports that the DPH has not yet applied for the proposed grant, but the DPH will apply by the application deadline of May 10, 1991.
3. The 1991-92 proposed grant award of \$225,000 represents an increase of \$23,688 or approximately 11.8 percent over the 1990-91 grant award of \$201,312.
4. The "Summary of Grant Request" as prepared by DPH is attached.

**Recommendation:** Approve the proposed resolution.

Item No. \_\_\_\_\_ Health Commission - Summary of Grant Request Rev. 4/10/9

Dept of Health and Human Services

Grantor Centers for Disease Control Division CO/AIDS Div

Contact Person Lin Dixon/Candice Nowicki Section AIDS Office

Address 255 East Paces Ferry Road, NE, #300 Contact Person Tim Piland - Guiliano N

Atlanta, GA 30305 Telephone 55-9132 554-9110

Amount Requested \$ 225,000 Application Deadline 5-10-91

Term: From 8-1-91 To 7-31-92 Notification Expected 7-1-91

Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_

Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) ~~(accept and expend)~~ a ~~(new)~~ (continuation) ~~(allocation)~~ ~~(augmentation)~~ grant in the amount of \$225,000 from the period of 8-1-91 to 7-31-92 to provide AIDS Surveillance Expanded Initiatives and Evaluation Service

(Circle appropriate words)

II. Summary: (Concise summary; need addressed; number & groups served; services and providers)

This is the third and final year of a 3-year project period; it funds two activities (1) To fund a program to match the SFDPH AIDS Case Registry with the National Death to evaluate completeness of reporting and to obtain info on underlying cause of death for reported PWAs. (2) To fund a program to conduct Surveillance Evaluation of AIDS Completeness in Health Care Settings (SEARCH) which proposes to assess completeness

III. Outcomes/Objectives:

This program allows AIDS Office to monitor its effectiveness in collecting complete morbidity and mortality data in San Francisco.

IV. Effects of Reduction or Termination of These Funds:

Reduction or termination of these funds would result in our inability to contribute important information to health care planning in San Francisco.

V. Financial Information:

	<u>Col. A</u>	<u>Col. B</u>	<u>Col. C</u>	<u>Col. D</u>	<u>Req. Match</u>	<u>Approved</u>
	<u>Two Years Ago</u>	<u>Past Year/Orig.</u>	<u>Proposed</u>	<u>Change</u>		
Grant Amount	<u>161,160</u>	<u>198,098</u>	<u>225,000</u>			
Personnel	<u>106,139</u>	<u>130,515</u>				
Equipment	<u>4,962</u>	<u>3,652</u>				
Contract Svc.	<u>14,950</u>	<u>0</u>				
Mat. & Supp.	<u>2,780</u>	<u>1,800</u>				
Facilities/Space	<u>8,659</u>	<u>8,662</u>				
Other	<u>7,215</u>	<u>32,915</u>				
Indirect Costs	<u>16,455</u>	<u>20,554</u>				

BUDGET IN DEVELOPMENT

VI. Data Processing

(costs included above)

VII. Personnel

	<u>1.00</u>	<u>2.00</u>			
F/T CSC					
P/T CSC	<u>1.50</u>	<u>1.00</u>			
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
CDC-funded AIDS Surveillance/Seroprevalence grant



Item 16 - File 146-91-32

**Department:** Department of Public Health (DPH)  
Community Public Health Services (CPHS)

**Item:** Resolution authorizing the Department of Public Health to apply for a continuation State grant.

**Grant Amount:** \$450,000

**Grant Period:** July 1, 1991 through June 30, 1992

**Source of Funds:** State Department of Health Services  
Maternal Child Health (MCH) Branch

**Project:** Comprehensive Perinatal Services Program

**Description:** The proposed State grant would provide funds for the management and coordination of the DPH's Comprehensive Perinatal Services Program (CPSP) and to enhance and maintain Maternal/Child Health activities. Specific program services include: (1) providing technical assistance to health care providers in order to enable them to enroll low-income women in Medi-Cal funded perinatal services; (2) providing public information about the availability of Medi-Cal funded perinatal services; (3) recruiting additional health care providers to offer such services and; (4) providing on-going quality assurance and in-depth technical assistance to those health care providers that are currently offering these perinatal services.

The proposed State grant also would provide funds for the development of a toll-free MCH referral service. This toll-free service is mandated under the Federal Ombudsman Budget Reformation Act (OBRA '89) which required States to provide low-income individuals who lack phones free access to information on health care services available. This toll-free service would provide individuals with an opportunity to arrange appointments for perinatal services, and to provide referrals on the services available under the Women, Infants and Children (WIC) Program, which provides nutrition, education and supplemental foods to pregnant women and children under the age of five who are receiving medical care, and to provide referrals on the services available under the Child Health Disability Program (CHDP), which provides routine health screening to children up to age 13. The proposed grant funds would be used to develop an inventory of MCH providers, and to implement a telephone system so that individuals can be provided with a list of MCH providers in their area.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

**No. of Persons**

**Served:** Approximately 1,500 Medi-Cal eligible women

**Required Match:** None

**Comments:**

1. Ms. Virginia Smyly of the DPH reports that a detailed budget for the proposed grant will be submitted when the DPH requests permission from the Board of Supervisors to accept and expend the proposed grant.

2. The DPH anticipates that \$250,000 of the \$450,000 which the DPH is applying for would be Federal Title XIX match funds. These Federal match funds would be distributed through the State Department of Health Services. Such funds would be used to augment a portion of DPH salaries. The DPH also anticipates that \$150,000 of the proposed grant award will be used for contractual services to develop the toll-free referral service. As mentioned above, the DPH has not yet developed a specific budget for the proposed grant.

3. The 1991-92 proposed grant award of \$450,000 represents an increase of approximately 141 percent over the 1990-91 grant award of \$186,746. The large percentage increase in the 1991-92 proposed grant can be attributed to the \$250,000 in Federal Title XIX match funds, which were not available under the 1990-91 proposed grant.

4. The DPH has completed a "Summary of Grant Request" which is attached.

**Recommendation:** Approve the proposed resolution.



Grantor Dept. of Health Svcs - MCH Branch  
 Contact Person Rugmini Shah, M.D.  
 Address Sacramento, CA 94234

Division CPHS  
 Section Family Health  
 Contact Person Virginia Smyly  
 Telephone 554-2575  
 Application Deadline 4/26/91

Amount Requested \$ \$450,000  
 Term: From 7/1/91 To 6/30/92  
 Health Commission \_\_\_\_\_ Board of Supervisors: Finance Committee \_\_\_\_\_

Full Board \_\_\_\_\_

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)  
 (Circle appropriate words) grant in the amount of \$ 450,000 from the period of 7/1/91 to 6/30/92  
 to provide perinatal services.

II. Summary: (Copies/history; need addressed; number & groups served; services and providers)

This is a renewal of the annual MCH Block Grant. Under the terms of this grant, technical assistance, recruitment, training and quality assurance activities are conducted for the CPSP program. Federally financed participation is included as an option to match both state and County funds used for these purposes and thereby augmenting the total grant. A to free MCH referral service has been added to this grant under the provisions of OBRA '89

III. Outcomes/Objectives:

To improve access to comprehensive prenatal services to populations with multiple risk factors who seek care late (or not at all) and to improve birth outcomes through the provisions of perinatal services.

IV. Effects of Reduction or Termination of These Funds:

Comprehensive perinatal services will be unavailable to many high risk groups, with resultant negative birth outcomes.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			\$450,000			
Personnel		(CPSP)	99,500			
Equipment		(FFP)	200,500			
Contract Svc.		(Toll Free)	150,000			
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing

(costs included above)

VII. Personnel

F/T CSC		7	
P/T CSC			
Contractual		Undetermined	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:  
N/A

Will grant funded employees be retained after this grant terminates? If so, how?  
Yes. Continued State funding.

VIII. Contractual Services: Open Bid X Sole Source \_\_\_\_\_ (if sole source, attach Request for Exemption Form)



Item 17 - File 272-91-2

**Department:** Real Estate Department

**Item:** Resolution authorizing the Director of Property to execute an agreement with the State of California, Department of Transportation providing for the possession of State Parcel Nos. DD-38276-01-01 and DD-38879-01-01, Assessor's Block 3794 and 3742, respectively, and to accept property deeds on behalf of the City and County of San Francisco from the State of California for the property pursuant to Senate Bill 2005 as required for construction of the Embarcadero Surface Roadway and other waterfront transportation projects.

**Locations:** Block 3794 is located on King Street, between 2nd and 3rd Streets.  
Block 3742 is located near the corner of Steuart and Howard Streets.

**No. of Sq. Ft.:** 71,863 Sq. Ft. Assessor's Block 3794 (Parcel #DD-038276-01-01)  
14,105 Sq. Ft. Assessor's Block 3742 (Parcel #DD-038879-01-01)  
85,968 Sq. Ft. Total

**Source of Funds:** Embarcadero Surface Roadway Project funds consisting of:

Federal Highway Administration	
Interstate Transfer funds	\$47,400,000
State Highway funds	9,800,000
Sales Tax	23,400,000
Sale of Santa Fe Pacific land	11,000,000
Available funds from Public	
Utilities Commission and Port of	
San Francisco	2,000,000
Other local funding sources	<u>100,000</u>
Total Project Budget	\$93,700,000

**Description:** In November of 1985, the Board of Supervisors adopted Resolution No. 965-85 approving the development and implementation of the Embarcadero Surface Roadway project, which includes a MUNI Metro extension along the Embarcadero, a MUNI Metro turnback facility, and the rerouting and reconstruction of the Embarcadero Roadway.

SB 2005, recently approved by the State, provides for the transfer of State property at no cost to the City, to be used for the Embarcadero Roadway project. The State law also provides that the City must accept any contractual obligations accrued by the State when it acquired possession of the property. Such contractual obligations include relocating

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

and providing compensation to tenants for the relocation, and demolishing existing structures on the property.

Pursuant to SB 2005, the proposed resolution would authorize an agreement with the State Department of Transportation for transfer of possession of State parcels DD-38276-01-01 and DD-38879-01-01 to the City, and allow the City to enter State parcel DD-38276-01-02 in order to facilitate the demolition of buildings on State Parcel DD-38276-01-01. The proposed agreement requires the City to:

- Accept possession of the property;
- Issue notices to vacate and provide relocation benefits to tenants displaced by the project;
- Demolish existing structures located on the right-of-way, leaving remaining State structures intact;
- Reimburse the State for lost rents due to the relocation of tenants in an amount not to exceed \$8,283.35 per month, and for a period not to exceed six months;
- Hold harmless and indemnify the State Department of Transportation for claims and losses arising from the City's relocation and demolition activities.

**Comments:**

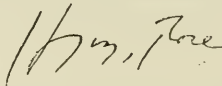
1. According to Mr. Steve Legnitto of the Real Estate Department, eleven existing buildings are located on Block 3794 (State Parcel DD-38276-01-01). The other parcel (Block 3742, State Parcel DD-38879-01-01) is presently vacant. Six tenants currently rent building space from seven of the eleven buildings on Block 3794 (State Parcel DD-38276-01-01). These tenants would have to be relocated before demolition of the buildings on Block 3794 can begin. Mr. Legnitto advises that funding for the costs of tenant relocation (approximately \$400,000) are presently included in the Embarcadero Roadway Project budget.

2. Mr. Legnitto further advises that \$600,000 has been allocated in the Embarcadero Roadway Project budget for demolition activities associated with Block 3794.

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**BUDGET ANALYST**

3. The proposed agreement with the State Department of Transportation also provides for reimbursement to the State for lost rental revenue on State Parcel 038276-01-02 during the time the City relocates the tenants on the property, and the City enters the property to demolish the structures. The reimbursement would compensate the State for lost rental revenues when this adjacent site is not useable during demolition. Mr. Legnitto advises that a total of \$49,700 has been allocated in the Embarcadero Roadway Project budget for reimbursement to the State Department of Transportation (\$8,283.35 per month x six months). Although \$49,700 has been allocated, Real Estate expects the actual reimbursement to be less, because the City expects to begin demolition within one to two months of the relocation of the tenants.

**Recommendation:** Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Britt  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Sam Yockey  
Ted Lakey

BOARD OF SUPERVISORS  
BUDGET ANALYST





SF  
390.25  
#1  
4/24/91

**CALENDAR**  
MEETING OF  
FINANCE COMMITTEE  
BOARD OF SUPERVISORS  
CITY AND COUNTY OF SAN FRANCISCO

CITY LIBRARIAN  
PUBLIC LIBRARY  
CIVIC CENTER

*Don*

WEDNESDAY, APRIL 24, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI LANDRY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

1. File 101-90-95. [Government Funding] Ordinance appropriating \$20,965,000, Water Department, for payment to other governments and rescinding \$16,454,500 from various capital improvement projects; an emergency ordinance. RO #90256. (Controller)

ACTION:

2. File 101-90-87. [Government Funding] Ordinance appropriating \$4,132,415, Municipal Railway, for payment to other governments, fuel and lubricants, mandatory fringe benefits - Retirement and services of other departments - Workers Compensation. RO #90235. (Controller)

ACTION:

3. File 101-90-88. [Government Funding] Ordinance appropriating \$2,181,631, Superior Court, for permanent salaries and related mandatory fringe benefits, fees and other compensation, travel and membership dues and rescinding \$563,830 from permanent salaries, temporary salaries, related mandatory fringe benefits, data processing/word processing professional services, date/word processing equipment maintenance, other services, fixed charges, services of other departments - Juvenile Court, services of other departments - City Mail Services and fees and other compensation, for a salary range adjustment of nine Court Commissioners, subject of previous budgetary denial for fees and other compensation, travel and membership dues; providing for ratification of action previously taken, Superior Court and County Clerk for Fiscal Year 1990-91; companion measure to File 102-90-19. RO #90244. (Controller)

ACTION:

4. File 102-90-19. [Public Employment] Ordinance amending Annual Salary Ordinance, 1990-91, Superior Court, to provide a salary increase for nine Court Commissioner effective January 1, 1991; companion measure to File 101-90-88. (Civil Service Commission)

ACTION:

5. File 101-90-89. [Government Funding] Ordinance appropriating \$109,000, Superior Court, for architectural service, rental of property, data/word processing equipment and services of other departments - Real Estate Service. RO #90246. (Controller)

ACTION:

DOCUMENT 0077

APR 25 1991

SAN FRANCISCO  
PUBLIC LIBRARY



6. File 97-91-27. [Sale of Ambulance Services] Ordinance amending Administrative Code by adding Sections 10.117-106 and 19A.24 to authorize the Director of Public Health to sell ambulance and emergency medical services and establishing a fund for revenues derived from such sales. (Department of Public Health).

ACTION:

7. File 23-91-1.1. [Claim Against the Government] Resolution waiving the statute of limitations with respect to payment of certain warrant of the City and County of San Francisco, to John P. Hegarty, in the amount of \$483.33, a legal obligation of the City and County of San Francisco. (Controller)

(Consideration continued from 4/17/91)

ACTION:

8. File 23-91-2.1. [Claim Against the Government] Resolution waiving the statute of limitations with respect to payment of certain warrant of the City and County of San Francisco, to Rena A. Zimmerman, in the amount of \$270.00, a legal obligation of the City and County of San Francisco. (Controller)

(Consideration continued from 4/17/91)

ACTION:

9. File 133-91-3. [Grant - State Funds] Resolution authorizing the Chief Administrative Officer to apply for \$400,000 in Hazardous Waste Grant funding from the State Department of Health Services. (Chief Administrative Officer)

ACTION:

10. File 25-91-13. [Contracting Out City Services] Resolution approving the Controller's certification that Parking Management Services for San Francisco International Airport can practically be performed by private contractor at a lower cost for the year commencing July 1, 1991 than if work were performed by City and County employees at presently budgeted levels and assuming a salary cost of living adjustment of 5 percent. (Airports Commission)

ACTION:

11. File 25-91-12. [Contracting Out City Services] Resolution concurring with the Controller's certification that maintenance of City-owned parking lots can be practically performed by private contractor for a lower cost than similar work services performed by City and County employees. (Department of Parking and Traffic)

(Consideration continued from 4/17/91)

ACTION:



12. File 25-91-14. [Contracting Out City Services] Resolution concurring with the Controller's certification that Convention Facilities Management Operation and Maintenance Services can be practically performed at Brooks Hall, Civic Auditorium and Moscone Center by private contractor for lower cost than similar work services performed by City and County employees. (Department of Parking and Traffic)

ACTION:

13. File 47-91-5. [Garage Lease Documents] Ordinance approving and adopting Golden Gateway Parking Garage at 250 Clay Street legal documents and authorization to lease. (Department of Real Estate)

ACTION:

14. File 150-91-2. [Grant - Federal Funds] Resolution approving Recreation and Park Department application to apply for Land and Water Conservation Funds in an amount up to \$300,000, for Lake Merced Perimeter Walkway Project. (Recreation and Park Department)

ACTION:

15. File 101-90-43.1. [Release of Funds] Requesting release of reserved funds, Sheriff - State Propositions 52 and 86 reserve, in an amount to be determined once all bids are in and reviewed, in order to certify a contract for the construction of the new Sheriff's facility building in the parking lot of the Hall of Justice. (Sheriff Department)

ACTION:

16. File 127-91-2. Hearing to consider present efforts by the Controller and Tax Collector's office to maximize revenue collections and to identify potential revenues that can be collected from potential taxpayers and actual scofflaws in regards to business registration, payroll and gross receipts tax payments. (Supervisor Gonzalez)

(Consideration continued from 4/10/91)

ACTION:

17. File 12-91-3. Hearing to consider supporting Assembly Bill 2782 pertaining to property taxation and escaped assessment. (Supervisor Migden)

ACTION:

SPECIAL ORDER - 3:30 P.M.

18. File 100-91-3. Hearing to consider status of projected budget shortfall for the City and County of San Francisco for Fiscal Year 1991-92. (Supervisor Gonzalez)

(Consideration continued from 4/10/91)

ACTION:





**BOARD OF SUPERVISORS****BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

April 22, 1991

TO: Finance Committee

FROM: Budget Analyst - Recommendation

SUBJECT: April 24, 1991 Finance Committee Meeting

DOCUMENTS DEPT.

Item 1 - File 101-90-95SAN FRANCISCO  
PUBLIC LIBRARYDepartment: Public Utilities Commission (PUC)  
Water DepartmentItem: Emergency Supplemental Appropriation Ordinance  
appropriating \$20,965,000 for payment to other governments  
and rescinding \$16,454,500 from various capital improvement  
projects.

Amount: \$20,965,000

Source of Funds: Reappropriated Water Revenue Funds \$16,454,500  
Additional Water Department Revenues 4,510,500  
\$20,965,000

Description: The Water Department reports that the proposed emergency supplemental appropriation ordinance is being requested pursuant to Charter Section 2.301. Section 2.301 provides that an ordinance may be passed as an emergency measure in order to preserve public peace, property and health or safety. The Water Department advises that the Department needs immediate access to the proposed supplemental appropriation in the amount of \$20,965,000 in order to secure water transfers to reduce the need for severe water rationing, which would have an adverse effect on the health, safety and welfare of the residents of San Francisco.

The Water Department is proposing to use the proposed supplemental appropriation for the purchase, transportation and storage of water from the Placer County Water Agency and the State of California Drought Emergency Water Bank as follows:

Placer County Water Agency

Purchase of 23,000 gross acre-feet of water at \$100 per gross acre-feet	\$2,300,000
Water Transportation and Storage Costs	2,415,000

State of California Drought  
Emergency Water Bank

Purchase of 50,000 net acre-feet of water at \$175 per net acre-feet	8,750,000
Water Transportation and Storage Costs	<u>7,500,000</u>

Total	\$20,965,000
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**Comments:**

1. As noted above, the Water Department is proposing to purchase 23,000 gross acre-feet of water from Placer County at a cost of \$100 per gross acre-feet and 50,000 net acre-feet of water from the State at a cost of \$175 per net acre-feet. Ms. Chris Morioka of the Water Department reports that of the 23,000 gross acre-feet of water from Placer County, the City will receive approximately 16,100 net acre-feet of water at approximately \$143 per net acre-feet, after Delta transport loss (water left behind in the Delta to maintain the salinity balance in the Delta). Additionally, Ms. Morioka reports that the Placer County water costs less than the State water because the Placer County water is surplus to their system needs as opposed to the State water which is purchased from the State's farming areas where a significant water shortage exists.

2. An amount of \$16,454,500 of the \$20,965,000 request for the proposed supplemental appropriation is currently appropriated for the following capital improvement projects:

<u>Project</u>	<u>Project Amount</u>
New Water Mains	\$750,000
New Services and Meters	2,300,000
Pipeline - Cathodic Protection	250,000
Crystal Spring Reservoir Plan	500,000
Relocate/Realign Water Mains	500,000
Replace Customer Meters	187,500
Replace Water Mains	8,967,000
Irvington Tunnel #2 - Engineering	400,000
Install Supervision Control and	

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Data Acquisition System	\$200,000
Santa Clara Valley Water District	
- Emergency Intertie	2,200,000
Sunol Auto Shop	<u>200,000</u>
Total	\$16,454,500

The Water Department is proposing to reappropriate the above funds to purchase water from Placer County and the State. Ms. Morioka reports that in order to restore this funding to the various capital improvement projects, the Department intends to include the \$16,454,500 for these projects in its fiscal year 1991-92 departmental budget request.

3. In addition to the above-described reappropriation of \$16,454,500, the Department is funding this request from \$4,510,500 in additional revenues received from its customers for excess water use charges. Ms. Morioka advises that the Department included revenues in the amount of \$3,000,000 for excess use charges in its FY 1990-91 budget. Excess use charges for FY 1990-91 are now estimated at approximately \$8,100,000.

4. Mr. Tom Elzey, General Manager of the PUC reports that his recommendation on mandatory water rationing, to be made to the PUC at its April 23, 1991 meeting, will be to reduce the current 45 percent mandatory rationing to a 25 percent level. This recommendation is based on an analysis that included the incorporation of the proposed 50,000 net acre-feet of water from the State Emergency Water Bank and the 16,100 net acre-feet of water from the Placer County Water Agency.

5. The Board of Supervisors approved a resolution at its meeting of April 22, 1991 (File 188-9-3) urging the Mayor to urge the PUC to suspend its 45 percent water rationing program and reinstitute the 25 percent water rationing program, and to develop within 30 days a permanent water conservation plan.

**Recommendation:** Approve the proposed ordinance.



Item 2 - File 101-90-87

**Department:** Public Utilities Commission (PUC)  
Municipal Railway (MUNI)

**Item:** Supplemental Appropriation Ordinance for payment to other governments, and for fuel and lubricants, mandatory fringe benefits - retirement and workers compensation.

**Amount:** \$4,132,415

<b>Source of Funds:</b>	Reserve - Federal Budget Reduction	\$3,072,415
	Revenue - Passenger Fares	600,000
	Reserve for Prior Year Adjustments	<u>460,000</u>
		\$4,132,415

**Description:** The Federal Budget Reduction Reserve was established in October of 1990 in the amount of \$3,500,000 for the purpose of protecting against reduced Federal funding for MUNI's operational support and the effects of inflation. This reserve is funded from State Transit Assistance (STA) monies. Ms. Kathleen Kelly of the PUC reports that since Federal funds were not significantly reduced and the effects of inflation were minimal, MUNI is now proposing to use \$3,072,415 of this reserve for purposes outlined in the proposed legislation.

The PUC reports that the proposed supplemental appropriation in the amount of \$4,132,415, would be used by MUNI to pay for projected shortfalls in the Department's 1990-91 budget, as follows:

BOARD OF SUPERVISORS  
BUDGET ANALYST

	Amount Budgeted <u>FY 1990-91</u>	Projected Expenditures <u>FY 1990-91</u>	Projected Budget Shortfall
<u>Fixed Charges:</u>			
<u>Caltrain Subsidy</u>	\$421,504	\$953,919	\$532,415
<u>BART</u>	2,837,831	3,087,831	250,000

The PUC reports that the City's share of the Caltrain Subsidy is projected to cost approximately \$532,415 more than the amount budgeted for this fiscal year because the Cooperative Agreement under which the City subsidizes a portion of the Caltrain operating costs was amended in July of 1990 to modify the terms of the agreement. Under the terms of the amended agreement, the City's share of operating costs has increased from 2.5 percent to 5.1 percent, a 104 percent increase. The PUC approved this increase at its meeting of August 14, 1990. The PUC advises that the amended agreement will be submitted to the Board of Supervisors by mid-May of 1991. According to the PUC, the reason this request was not submitted to the Board earlier is because the Department has only recently identified funds to pay for these costs.

MUNI has an agreement with BART whereby MUNI reimburses BART for passengers who ride BART trains in the City using MUNI Fast Passes. The PUC advises that in conjunction with the increase in the sale of Fast Passes for the current year, more persons are riding BART that are using a MUNI Fast Pass.



	Amount Budgeted <u>FY 1990-91</u>	Projected Expenditures <u>FY 1990-91</u>	Projected Budget <u>Shortfall</u>
<u>Fuel and Lubricants</u>	\$3,700,000	\$5,200,000	\$1,500,000

The PUC advises that MUNI's projected shortfall in funds budgeted for fuel and lubricants is due to the crisis in the Middle East which resulted in higher fuel costs. Price setting agreements for the purchase of fuel were approved in response to the uncertainties brought on by the Middle East crisis. (File 172-90-30.1) As a result, MUNI entered into an agreement to purchase fuel at 90 cents per gallon.

<u>Mandatory Fringe Benefits</u>	35,357,503	36,357,503	1,000,000
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The PUC reports that MUNI's projected shortfall in funds budgeted for Fringe Benefits results from a technical error. This occurred at the time the Department developed its 1990-91 departmental budget, when the Department underestimated the total amount of monies needed to pay for Fringe Benefits.

<u>Workers Compensation</u>	4,500,000	5,350,000	850,000
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The PUC advises that MUNI has incurred unanticipated increases in Workers Compensation costs, due to an increase in the number of employees that are receiving Workers Compensation and an increase in health care costs.

Total	<u>\$46,816,838</u>	<u>\$50,949,253</u>	<u>\$4,132,415</u>
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**Comments:**

1. The PUC reports that the above-noted projected budget shortfalls in MUNI's budget were based on actual expenditures for the period July 1, 1990 through January 31, 1991. Based on actual expenditures for the period July 1, 1990 through March 31, 1991, an additional two-month period, the Budget Analyst's projected shortfalls and recommended reductions are as follows:

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
April 24, 1991

	<u>Caltrain Subsidy</u>	<u>BART</u>	<u>Fuel &amp; Lubricants</u>	<u>Fringe Benefits</u>	<u>Workers Compensation</u>
Actual Expenditure (7/1/90-3/31/91)	\$705,070	\$2,230,324	-	\$23,058,882	\$3,802,320
Projected Expenditure (4/1/91-6/30/91)	<u>226,416</u>	<u>843,702</u>	-	<u>13,057,476</u>	<u>1,399,863</u>
Total 1990-91 Projected Expenditures	\$931,486	\$3,074,026	\$5,200,000 *	\$36,116,358	\$5,202,183
Original Budget	<u>421,504</u>	<u>2,837,831</u>	<u>3,700,000</u>	<u>35,357,503</u>	<u>4,500,000</u>
Total Anticipated Shortfall	\$509,982	\$236,195	\$1,500,000	\$758,855	\$702,183
Amount Requested	<u>532,415</u>	<u>250,000</u>	<u>1,500,000</u>	<u>1,000,000</u>	<u>850,000</u>
Budget Analyst Recommended Reductions	\$22,433	\$13,805	-0-	\$241,145	\$147,817

\* Ms. Kelly reports that the \$5,200,000 represents a set amount to be paid by MUNI, under their purchase agreement, based on the volume of fuel required and the purchase amount of 90 cents per gallon.

2. Based on the expenditures and budget reflected above, the Budget Analyst recommends that the proposed supplemental appropriation for the Caltrain subsidy be reduced by \$22,433, the BART costs be reduced by \$13,805, fringe benefit costs be reduced by \$241,145 and workers compensation be reduced by \$147,817. Overall, the above recommended reductions total \$425,200.

**Recommendation:** Reduce the proposed supplemental appropriation by \$425,200 from \$4,132,415 to \$3,707,215 as shown above and approve the ordinance as amended.

**BOARD OF SUPERVISORS**  
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Items 3 and 4 - File 101-90-88 and 102-90-19

**Department:** Superior Court

**Item:** Item 3 (File 101-90-88) is a proposed ordinance appropriating funds for permanent salaries-miscellaneous to increase the salary ranges of nine Court Commissioners, related mandatory fringe benefits, fees and other compensation, travel, and membership dues. The proposed ordinance also notes that some of these requested items were subject to previous budgetary denial by the Board of Supervisors and provides for ratification of action previously taken.

Item 4 (File 102-90-19) is the companion legislation amending the Annual Salary Ordinance to reflect the deletion of the nine Court Commissioner positions at the old salary level and the creation of the same nine Court Commissioner positions at the new higher salary level.

**Amount:** \$2,181,631

<b>Source of Funds:</b>	\$1,617,801	General Fund, General Reserve
	<u>563,830</u>	General Fund, Previously budgeted funds
	\$2,181,631	Total

**Description:** The proposed supplemental appropriation would fund salary increases for pro-tem contract Court Reporters in the Superior Court pursuant to Section 70050.5 of the State Government Code, which requires that the salary levels of San Francisco Court Reporters be tied to the salary levels of Court Reporters employed by Los Angeles County. Los Angeles County Court Reporters received a 1.25 percent increase, effective October 1, 1990.

The proposed legislation also would provide funds to cover projected shortfalls in the Superior Court's budget for fees and other compensation, projected shortfalls in various salary and mandatory fringe benefit accounts, and to pay for memberships and travel. The Superior Court further requests a 3.4 percent salary increase for Court Commissioners, whose salaries are tied to the salary levels of the Superior Court Judges.

The proposed amendment to the Annual Salary Ordinance would increase the salary levels for 0620 Court Commissioners as follows:

<u>Count</u>	<u>Add</u> <u>Delete</u>	<u>Position</u>	<u>Monthly</u> <u>Salary Range</u>	<u>Annual Cost</u> <u>At Top Step</u>
9		0620 A Court Commissioner	\$5,874 - 6,799	\$(734,292)
9		0620 A Court Commissioner	\$6,075 - 7,033	<u>759,564</u>
		Total		\$25,272

The Superior Court proposes to reappropriate \$563,830 in currently budgeted General Fund monies, as well as appropriate \$1,617,801 from the General Fund - General Reserve, for the following proposed uses:

	<u>Proposed</u> <u>Sources of</u> <u>Funds</u>	<u>Proposed</u> <u>Uses of</u> <u>Funds</u>
General Fund - General Reserve	\$1,617,801	
County Clerk's Office:		
Permanent Salaries	116,638	
Retirement	119,870	
Superior Court:		
Temporary Salaries	2,261	
Mandatory Fringe Benefits -		
Superior Court	113,752	
DP/WP Professional Services	14,320	
DP/WP Equipment Maintenance	46,000	
Other Services	15,876	
Fixed Charges	9,150	
Services of other Departments -		
Juvenile Court	23,100	
City Mail Services	21,863	
Fees and Other Compensation -		
State Mandated Arbitration	81,000	
Permanent Salaries - Superior Court		\$198,568
Travel (See Attachment I)		11,708
Membership Dues (See Attachment II)		7,370
Permanent Salaries - various		
other programs		27,792
Mandatory Fringe Benefits -		
various other programs		21,862
Fees and Other Compensation	<u>                    </u>	<u>1,914,331</u>
Total	\$2,181,631	\$2,181,631

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According to Ms. Kate Harrison of the County Clerk's Office, the shortage of \$198,568 in the Permanent Salaries account is due to an overestimate of salary savings during the 1990-91 budget process by \$186,157 and the projected six months' cost of the salary increases for Court Commissioners (\$12,411).

Ms. Harrison also reports that the shortage in the Fees and other Compensation account of \$1,914,331 is due to an increase in attorney's fees granted by the Superior Court in July of 1990, costs no longer reimbursed by the State, and the increased wage costs of pro-tem Court Reporters.

**Comments:**

1. According to budget expenditure information from the Controller's Office, the Superior Courts will experience a shortfall in Fees and other Compensation as follows:

Year-to-date expenditures for 7/1/90 through 2/28/91	\$3,692,746
Projected expenditures for 3/1/91 through 6/30/91	<u>1,986,488</u>
Total estimated expenditures	\$5,679,234
1990-91 Budget for Fees and other Compensation	<u>3,916,124</u>
Projected Shortfall	\$(1,763,110)
Amount requested by Superior Court	\$1,914,331
Amount which can be reduced from Superior Court request	\$151,221

The Superior Court advises, however, that the following budgeted costs were not included in the above expenditure estimate:

Visiting judges (payment made to State at end of Fiscal Year)	\$55,715
Costs of legal counsel and Department of Social Services dependency reports in juvenile dependency cases	30,000
Projected cost of investigations in capital cases, no longer reimbursed by the State	<u>149,972</u>
Total additional estimated expenditures	\$235,687
Less difference reflected above	<u>151,221</u>
Amount not covered by supplemental	\$(84,466)

**BOARD OF SUPERVISORS**  
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Based on the above cost information, the Superior Court's request for funding for Fees and other Compensation is justified. However, the Superior Court may still incur an additional shortfall in the Fees and other Compensation account.

2. As noted above, the Superior Court granted an increase for attorney's fees in July of 1990. According to Ms. Harrison, State law (Section 987.2 of the State Penal Code) allows the Superior Court to increase its attorney's fees without approval from the Board of Supervisors, with such fees to be paid out of the County's General Fund. Under the old fee schedule, which had been in effect since 1984, the Superior Court paid attorney's fees ranging from \$35 to \$45 per hour. Under the new fee schedule, fees increased 57 to 186 percent. The Superior Court now pays attorney's fees ranging from \$55 per hour for juvenile and misdemeanor cases to \$100 per hour for capital cases. This increase in fees paid by the Superior Court resulted in a 43 percent increase in expenditures in the Fees and other Compensation account over FY 1989-90.

3. The amount requested for Fees and other Compensation (\$1,914,331) represents 87.7 percent of the total amount of \$2,181,631 requested by the Superior Court. Of the total requested amount of \$1,914,331 for Fees and other Compensation, the Superior Court is requesting \$1,811,003 to cover the increased costs of attorney's fees, or 83.0 percent of the total of \$2,181,631 requested by the Superior Court. Both the Controller's Office and the City Attorney's Office have indicated that, since the setting of attorney's fees is within the responsibilities of the Superior Court and these fees must be paid from the County's General Fund, the supplemental requested amount for Fees and other Compensation is justified.

4. According to budget expenditure information from the Controller's Office, the Superior Court's request for funding to cover shortfalls in permanent salaries is justified as follows:



Expenditures for 7/1/90 through 2/28/91	\$4,271,025
Projected expenditures for 3/1/91 through 6/30/91	<u>2,669,487</u>
Total Controller's estimated expenditures	\$6,940,512
Cost of Salary increase of Court Commissioners not included in the above estimate	<u>12,411</u>
Total projected expenditures for FY 1990-91	\$6,952,923
1990-91 Budget for Permanent Salaries - Misc.	<u>6,754,355</u>
Projected Shortfall	\$(198,568)
Amount requested by Superior Court	\$198,568
Difference	\$0

Based on our review, the requests for funding to cover projected shortfalls in the various other permanent salaries and mandatory fringe benefit accounts are justified.

5. As noted above, the Superior Court has requested funds for travel (\$11,708) and for membership dues (\$7,370). The Board of Supervisors previously reduced by 83.62 percent the Superior Court's funding for travel and memberships during the budget hearings held in September of 1990. Ms. Harrison states that the travel funds have been requested for travel to and from conferences occurring through the end of the Fiscal Year. Some travel expenses have already been incurred and paid for by Superior Court and County Clerk's staff. If the request for travel is approved, the Superior Court intends to reimburse the staff for these expenses. Ms. Harrison further states that the amounts requested for travel and memberships, if added to the current amounts budgeted, would be less than the amounts budgeted by the Department for FY 1989-90 and originally budgeted for FY 1990-91 by the Department (See Attachment III). However, it should be noted that the amount for membership would increase by 55 percent as compared to 1989-90. Because these requests were previously reduced by the Board of Supervisors, the proposed legislation requires eight votes for approval. Approval of such funds previously denied by the Board of Supervisors is a policy decision. The proposed expenditures of these funds is included in Attachments I and II.

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6. Ms. Harrison further advises that of the total of \$7,370 requested for memberships, \$6,625 would pay for three quarters of FY 1990-91 for each of the 33 Judges' annual membership to the California Judges Association (CJA). The Superior Court has previously paid for the Judges' membership to CJA for the first quarter of FY 1990-91.

**Recommendation:** Approval of the requested funds for travel (\$11,708), and for membership dues (\$7,370), for a total of \$19,078, is a policy decision for the Board of Supervisors.

If the Board wishes to approve the amounts for travel and for membership dues, approve the proposed ordinance as proposed.

If the Board wishes to not approve the amounts for travel, and for membership dues, amend the proposed ordinance to reduce the amount of \$2,181,631 by \$19,078 to \$2,162,553. Approve the proposed ordinance as amended.

Approve the proposed amendment to the Annual Salary Ordinance.

# Superior Court of California

## San Francisco

DONALD W. DICKINSON  
COUNTY CLERK/EXECUTIVE OFFICER  
CITY HALL ROOM 313  
4151 554-4110

### TRAVEL FOR TRAINING PURPOSES

<u>Organization</u>	<u>Amount</u>
California Center for Judicial Education and Research (CJER) Probate & Mental Health Conf. - Napa (1)	\$ 67
National College of Probate Judges Conf. - Florida (2)	1,500
New Law Workshop - Sacramento (1)	122
Judicial Council Conference and Court Administrator's Conference - Sacramento (1)	140
County Clerk's Association Conf. - Lake Tahoe (1)	528
Calif. Judges Assn Family Law Institute - San Diego (1)	72
CJER New Judges Orientation (1)	55
CJER Judges Conference - Monterey (1)	385
AIIM Conference - Oakland (2)	197
AIIM Micrographics Workshop - Santa Cruz (1)	152
American Society on Aging Conference - New Orleans (1)	575
New Law Workshop - Sacramento (1)	85
CJER Mid-Year Conference - Palm Springs (13)	<u>7,830</u>
TOTAL	\$11,708

**Superior Court of California**  
**San Francisco**

DONALD W. DICKINSON  
COUNTY CLERK/EXECUTIVE OFFICER  
CITY HALL ROOM 313  
(415) 554-4110

MEMBERSHIPS

<u>Organization</u>	<u>Amount</u>
California Judges Association (33)	\$ 6,625*
California Court Commisioners Association (4)	60
National College of Probate Judges (3)	150
California Assn for Superior Court Investigators (1)	150
California Association for Court Administrators (1)	150
National Association of County Clerks (1)	100
National Association of Women Judges (1)	100
American Judicature Society (1)	<u>35</u>
TOTAL	\$7,370

\*Already appropriated membership funds are sufficient to support only one quarter of membership in this organization.

SUPERIOR COURT  
TRAVEL FOR TRAINING AND MEMBERSHIPS

	1989-90 <u>Budget</u>	1990-91 <u>Original Budget</u>	1990-91 <u>Revised Budget</u>	<u>Supplemental Request</u>	<u>Budget if Supplemental Approved</u>
Travel for Training	\$60,078	\$114,375	\$17,062	\$11,708	\$28,770
Membership	<u>7,315</u>	<u>13,870</u>	<u>3,939</u>	<u>7,370</u>	<u>11,302</u>
Total	\$67,393	\$128,245	\$21,001	\$19,078	\$40,079





Item 5 - File 101-90-89

**Department:** Superior Court

**Item:** Ordinance appropriating funds for the Superior Court for architectural service, rental of property, data/word processing equipment and services of other departments.

**Amount:** \$109,000

**Source of Funds:** Court Filing Fees deposited into the Temporary Courthouse Construction Fund

**Description:** The Superior Court is requesting appropriation of \$109,000 from the Temporary Courthouse Construction Fund to complete development of three courtrooms located at 575 Polk Street. A portion of Court Filing Fees collected by the Superior Court make up the source of funds for the Temporary Courthouse Construction Fund. The balance in this Fund as of March 31, 1991 is \$305,275. The proposed funding would be used to pay for additional required handicapped accessibility modifications and corresponding architectural design services, services of the Real Estate Department, and for office computer equipment to be installed in the three courtrooms and the Clerk's offices. The Superior Court has submitted the following budget:

Architectural services	\$12,000
Handicapped accessibility improvements	13,000
Services of Real Estate Department	19,000
Computer Equipment	<u>65,000</u>
Total	\$109,000

**Comments:** 1. The Superior Court has received approval from the Electronic Information Processing Steering Committee (EIPSC) to purchase the needed computer equipment. The attachment describes the proposed computer equipment and identifies the associated cost.

2. According to Mr. Jerry Romani of the Real Estate Department, the total estimated cost of tenant improvements including handicapped accessibility is \$816,840. As part of the lease agreement between the City and the building owner, the City agreed to pay for \$710,715 of the total cost of \$816,840 in tenant improvement work on the building. The building owner is responsible for the remaining \$106,125 in tenant improvement costs and for securing the needed architectural services and construction contractors to install the tenant improvements. The proposed expenditure of \$12,000 for

**BOARD OF SUPERVISORS**  
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architectural services would pay for the City's share of contractual services of an architect to design and oversee the installation of additional handicapped accessibility features and coordinate the installation of audio and security systems with the building owners construction contractor and vendors. Such installations were not anticipated in the original tenant improvement estimate. Therefore, the total cost for these improvements is now estimated to be \$841,840. The City's share of the total cost is estimated to be \$735,715 (\$710,715 plus \$12,000 for architectural services, plus \$13,000 for handicapped accessibility improvements).

3. Mr. Romani further advises that the firm of Strauss and Associates has been retained by the building owner to perform these architectural services. Because the architect is retained by the building owner, Mr. Romani reports that it is not known whether Strauss and Associates is an MBE or WBE firm.

4. The proposed expenditure of \$13,000 for handicapped accessibility improvements would pay for the City's share of modifications to the existing 1st and 2nd floor lobby entrances to comply with the City's Building Code requirements. These improvements were not anticipated in the original tenant improvement estimate.

5. The Budget Analyst notes that the Superior Court has calculated the sales tax on the computer equipment at the rate of 7.5 percent rather than seven percent, the current sales tax rate for San Francisco. However, because the total equipment cost estimate, including sales taxes, is rounded up to the nearest thousand dollars, the \$65,000 cost estimate is reasonable.

Recommendation: Approve the proposed ordinance.

<u>OBJECT</u>	<u>MOD. #</u>	<u>DESCRIPTION</u>	<u>QTY.</u>	<u>DISCOUNTED COST</u>
10108Z	53T40V-4B	5440-4/5 Slot/145Mb/Tape/VSOS 5 Slot Sys Chs/145Mb Dsk/Tape Trade in 4Mb VS5440 CPU Board VS/OS License for 5440 CPU	1	\$15,300
	2110A	Asynchronous Terminal	1	761
	WLOCB-Wang	16-Bit WLOC Option Board with	8	4,320
10102Z	2269V-4H-EXT	Storage Module W/145Mb SCSI	1	2,716
10109Z	LDP4-SYS	4 PPM Laser Printer, Sys. Ver.	2	3,390
10102Z	50V67	32 Port Serial Cntrl W/8 Ports	1	2,550
10102Z	50V67-1A	1 Port TC Controller	1	1,360
10102Z	VS-RMP-5000	VS 5000 Remote Maint. Pack.	1	425
10103Z	5400V-OSM-US-6	VS/OS Media/Document Package	1	638
10104Z	5440V-WSS-G	VS/OS WSS Contract/5440 CPU	1	0
10105Z	VS-IISWPK-G	VS IIS WP CLS K	1	2,432
10106Z	VS-WSN-LGN-K-9	VS Terminal Emulation CLS K	1	608
10107Z	VS-WSNS-FT-K-9	VS File Transfer Manager CLS K	1	760
	VS-WSNS-NCK-G	VS WSN Netcore CLS K	1	608
	WLOC-S/W-9	Wang Local OFFICE Conn. S/W	8	1,152
10106Z	220-0521	2110-VS Cntrl CBL 25'	1	39
	421-0030	12 Ft. RS232C/RS366 Cable	1	60
	421-0066	SCSI Interface Cable 8'	1	85
	MUX-CBL-10	VS5000 MUX BUS Cable 10'	1	92
	2110A-CK-US	2110 CK United States	1	0
	5000-CK-US	VS5000 Country Kit - USA	1	0
	TP-APA	8 Port APA (Twisted Pair)	2	765
	KIT-EAPA-VS-WMH	Install Kit EAPA Wall Mount	1	213
	VS-WMH	Wall Mount Cable Concentrator	1	723
SUB-TOTAL				\$38,997

PERIPHERAL CONFIGURATION

PC350/16S-001	1.2Mb/AT Cntl/5.5 Slot/ 16 Mhz 4Mb Memory	8	\$18,296
MON-1413-US	14" VGA COMP, Color Monitor		
C/VDC-006-PC2	Config - 16-BIT VGA, Hi-Res Video Cntl		
C/HDD-4001-AT	40Mb 28 MSEC Half Height AT Hd Disk Drive		
PC-DOS 3.3	MS DOS 3.3 Operating System S/W		
LDP4-DSK	4 PPM Laser Printer, PC Version	2	1,890
DSK-0014-PC2	1.44Mb 3.5 Inch/Half Height	8	1,216
SUB-TOTAL			\$21,401

SUB-TOTAL		\$60,398
7.5% Tax		4,602
GRAND TOTAL		\$65,000



Item 6 - File 97-91-27

**Department:** Department of Public Health (DPH)

**Item:** Ordinance amending the Administrative Code by adding Sections 10.117-106 and 19A.24 to authorize the Director of Public Health to sell ambulance and emergency medical services and establishing a special fund for revenue derived from such sales.

**Description:** The Paramedic Division of the Department of Public Health has a number of small entrepreneurial opportunities each year for providing services to private organizations and receiving reimbursement for those services. The Paramedic Division has been asked to provide ambulance coverage for private events such as the Bay to Breakers. In addition, the Division has a training section which is asked to participate in training programs for other emergency services personnel, students, and the general public. DPH reports that notices for these private events and training opportunities are often received only two to three weeks prior to the events, while it takes between five to seven weeks to make formal presentations to and receive approval from the Health Commission, the Finance Committee, and the Board of Supervisors to obtain the requisite approval for a contract. As such, DPH advises that the opportunity to generate revenue can be lost. In addition, DPH believes that even if there were sufficient time to have a contract approved, a manager has no incentive to undertake this time consuming process for individual pockets of revenue, particularly since the reimbursement would flow into the General Fund. Furthermore, according to Ms. Kathy Murphy of the DPH, these opportunities are too sporadic and uncertain to allocate the potential revenue from these contracts for specific expenses during the regular budget process.

The proposed ordinance would grant contract approval to the Health Commission and establish a special fund entitled the Emergency Medical Services Fund in which the revenue generated from these contracts could be deposited. The Division would also be able to make expenditures-- requiring only the Health Commission's approval-- from this special fund for the labor, training, capital equipment and materials and supplies that directly relate to the operations of the Paramedic Division. Revenues remaining in this special fund at the close of any fiscal year would be carried forward into the following fiscal year, except for any balance in excess of \$50,000, which would be transferred to the General Fund.



**Comments:**

1. Ms. Murphy advises that the Division anticipates receiving approximately \$1,000 for each contract for ambulatory services and anticipates receiving approximately one contract a month for a total of \$12,000 annually for providing ambulatory services for private events.
2. According to Ms. Murphy, the Paramedic Division does not have an estimate as to the fees associated with providing training services. Ms. Murphy reports that the Division would charge approximately \$50 for a Paramedic to speak and from \$100 to \$200 for the Director to speak at training sessions.
3. Ms. Murphy reports that the Paramedic Division is currently providing many of these services free of charge or at a loss. The proposed ordinance would provide an incentive to the staff in the Paramedic Division to generate revenue for activities they already provide at no charge.
4. It should be noted that the City does not currently charge for services required for events other than major athletic events (e.g., Bay to Breakers, San Francisco Marathon). Sections 2.75-2 through 2.75-5 of the City's Administrative Code currently provides for cost recovery for MUNI, the Police Department and Public Works for major athletic events held in the City. However, the fees paid by the sponsors of these athletic events are used to directly offset the cost of providing these City services, rather than deposited into a separate fund for particular uses by the departments. For example, according to Mr. Dave Fong of the Controller's Office, the fees that the Police Department recovers from major athletic events are deposited to the General Fund and are credited to the Police Department's overtime account. However, the DPH would not be charging the event holders for these ambulatory services. Rather, they would be competing with private ambulatory companies for a contract to provide ambulatory services.
5. According to Ms. Murphy, in addition to the compensation collected under the proposed Emergency Medical Services Fund, individual persons that participate in any of the proposed City events that require ambulance services would continue to be charged for the specific use of such ambulance services.



6. Section 10.117-106 which would establish the Emergency Medical Services Fund does not include provisions for the expenditure of interest on earned funds deposited to this special fund. Therefore, according to Mr. Fong, any interest earned on the proposed special fund, would accrue to the General Fund.

7. The Budget Analyst notes that, according to Ms. Murphy of the DPH, the Paramedic Division staff are currently not motivated to capture the proposed revenue if these funds go to the City's General Fund and not for the specific use of the Paramedic Division. However, Ms. Murphy reports that the proposed special fund would create an incentive for the Paramedic Division staff to capture such additional revenues.

8. Ms. Murphy advises that the Paramedic Division is requesting authority to make expenditures from the proposed Emergency Medical Services Fund with only the Health Commission's approval in order to avoid the time consuming process of requesting authorization from the Board of Supervisors to make relatively small expenditures. Should the Board of Supervisors approve the creation of a Emergency Medical Services Fund, the proposed ordinance should be amended to require that funds deposited into the Emergency Medical Services Fund be subject to appropriation by the Board of Supervisors.

**Recommendations:** 1. Approval of the request by DPH to sell ambulance and emergency medical services and establishing a special fund is a policy matter for the Board of Supervisors.

2. Should the Board of Supervisors approve the creation of the Emergency Medical Services Fund, the proposed ordinance should be amended to require that funds deposited into the Emergency Medical Services Fund be subject to appropriation by the Board of Supervisors.



Item 7 - File 23-91-1.1

The proposed resolution would waive the statute of limitations with respect to the payment of one City and County of San Francisco warrant.

This warrant became void after one year from the date on which the warrant was issued. If the payee presents the void warrant to the Controller within three years, or declares by affidavit that such warrant has been lost or destroyed within three years, then the Controller is authorized by Section 10.182 (a) of the San Francisco Administrative Code to issue a new warrant in the same amount as the original warrant.

The proposed resolution would authorize the Controller to replace one void warrant which was issued over three years ago to a Fire Department employee.

Comments

1. As indicated below, the warrant was issued approximately eleven years ago. Ms. Maureen Hrenoff of the Fire Department reports that the individual employee has reported to the Fire Department that the uncashed warrant was misplaced and that he has recently found the following uncashed warrant:

<u>Date</u> <u>Issued</u>	<u>Warrant No.</u>	<u>Amount</u>	<u>Payee</u>	<u>Purpose</u>
1/1/80	515-0506738	\$483.33	John P. Hegarty	Bi-Weekly Salary

2. On April 17, 1991, the Finance Committee severed the resolution (File 23-91-1) concerning waiving the statute of limitations with respect to warrants that were issued over three years ago. The Finance Committee approved the waiver of the statute of limitations for Mr. Joseph Driscoll in the amount of \$21.06 because the Controller's Office records indicated that the original warrant had been cancelled and that no replacement warrant had been issued. However, the Finance Committee severed the waiver of the statute of limitations regarding the warrant to Mr. Hegarty for further discussion because Mr. Henry Leigh of the Controller's Office reported that the Controller's Office has no record of whether the warrant issued to John P. Hegarty was cancelled and whether any replacement warrant was subsequently issued. This is because the Controller's Office only keeps records on warrants from 1981 to the present, and Mr. Hegarty's warrant was issued in 1980.

3. As previously stated, the City's Administrative Code currently provides that the Controller is authorized to issue a new warrant for the same amount as the original warrant, if the payee presents the void warrant to the Controller or declares by affidavit that the warrant was lost or destroyed within three years. The proposed resolution would waive the three year statute of limitation period for the payment of this warrant. According to Mr. Ted Lakey of the City Attorney's Office, the Board of Supervisors is under no obligation to waive the statute of limitations for the proposed warrant.

Memo to Finance Committee  
April 24, 1991

4. Mr. Dave Fong of the Controller's Office reports that the Controller's Office has requested that Mr. Hegarty provide an affidavit that a replacement warrant has not been issued.

**Recommendation**

Approval of the proposed resolution to waive the statute of limitations for John P. Hegarty's warrant of \$483.33 is a policy matter for the Board of Supervisors.

Item 8 - File 23-91-2.1

**Note:** This item was continued by the Finance Committee at its meeting of April 17, 1991.

The proposed resolution would waive the statute of limitations with respect to the payment of one City and County of San Francisco warrant.

City and County of San Francisco warrants become void after one year from the date on which the warrant is issued. If the payee presents the void warrant to the Controller within three years, or declares by affidavit that such warrant has been lost or destroyed within three years, then the Controller is authorized by Section 10.182 (a) of the San Francisco Administrative Code to issue a new warrant in the same amount of the original warrant. The proposed warrant would authorize the Controller to replace one void warrant which was issued over three years ago.

Comments

1. As indicated below, the warrant was issued approximately five years ago.

<u>Date Issued</u>	<u>Warrant Number</u>	<u>Amount</u>	<u>Payee</u>	<u>Purpose</u>
8/14/86	550-2150675	\$270.00	Rena A. Zimmerman	Health Service Medical Claim

2. On April 17, 1991, the Finance Committee severed the resolution (File 23-91-2) concerning waiving the statute of limitations with respect to warrants that were issued over three years ago. The Finance Committee approved the waiver of the statute of limitations for Mr. Paul Hobson in the amount of \$310. In Mr. Hobson's case, the Controller's Office reported that the warrant was cancelled on June 29, 1987 and the Controller's records indicated that no replacement warrant had been issued. However, the Finance Committee severed the waiver of the statute of limitations regarding the warrant for Ms. Zimmerman for further discussion because it was determined that Ms. Zimmerman is deceased and that any proposed payment would be made to her estate.

3. Mr. Henry Leigh of the Controller's Office reports that the original warrant which was issued to Rena A. Zimmerman was cancelled on June 30, 1988. Mr. Leigh also reports that records indicate that no replacement warrants have been issued.

Memo to Finance Committee  
April 24, 1991

**Recommendation**

Approval of the proposed resolution is a policy matter for the Board of Supervisors.



Item 9 - File 133-91-3

**Department:** Chief Administrative Officer (CAO)  
Solid Waste Management Program

**Item:** Resolution authorizing the Chief Administrative Officer (CAO) to apply for a new State Hazardous Waste Grant.

**Grant Amount:** \$400,000 (\$200,000 in FY 1991-92 and \$200,000 in FY 1992-93)

**Grant Period:** October 1, 1991 through October 1, 1993

**Source of Funds:** State Department of Health Services  
Toxic Substances Control Program

**Project:** Milk Runs and Technical Assistance for Small Quantity Generators (SQGs) of Hazardous Waste

**Description:** A Small Quantity Generator (SQG) is a business which generates no more than 2,200 pounds or 270 gallons of hazardous waste per month. The types of hazardous waste generated by SQGs include dry cleaning filtration residues, and solvents from printing companies, photography labs, and gas stations. Many of these SQGs that are small businesses lack the technical expertise or the financial resources to dispose of their hazardous waste. A portion of the proposed grant funds would be used to subsidize "milk runs" for SQGs that are small businesses, which would involve a hazardous waste hauler going from business to business to pick up and dispose the hazardous waste at landfills, and to develop an on-site technical assistance program, which would include workshops to educate SQGs about hazardous waste reduction. The "milk runs" and the on-site technical assistance program would each be a contractual service which would be awarded on an open-bid basis.

A portion of the proposed grant funds would also be used to give grant funds directly to SQGs to develop their own hazardous waste minimization plans. The CAO's Contract Manager for the proposed grant would act as the grantor to distribute these funds. The Contract Manager for the proposed grant would issue a Request For Proposals (RFP), and would choose grant award recipients. The SQGs who received awards would be required to submit reports every month which specified the quantity and method they were utilizing to minimize their hazardous waste.

\$50,000 in funding from the Sanitary Fill Company for SQG Waste Reduction Technologies Grants, a similar grant

**BOARD OF SUPERVISORS**  
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program which will award grant funds to SQGs for their hazardous waste minimization proposals, was previously approved by the Board of Supervisors (File No. 133-88-2) on September 22, 1988, as part of the funds for the CAO's Solid Waste Management Program's Refuse Collection and Disposal Fees impound account. Ms. Elahe Enssani of the Solid Waste Management Program reports that these funds are currently on reserve, and have been carried over to FY 1990-91 because the program had not been developed until recently. A RFP has already been issued, and the grants will be awarded to SQGs which are small businesses with an annual gross income of \$2 million or less. This income guideline was based on the San Francisco Human Rights Commission's (HRC) definition of a small business. The application deadline for the current program is April 22, 1991.

Ms. Enssani reports that for the proposed State grant, the CAO's Office would award grant funds to local SQGs using the U.S. Small Business Administration definition of a small business, which does restrict awards to businesses with an annual gross income of \$2 million or less. Ms. Enssani reports that many SQGs, such as printing shops and photography labs, are excluded from receiving grant funds under the current program because of using the narrow HRC definition of a small business. Ms. Enssani reports that SQGs with annual gross incomes of less than \$2 million would be excluded from the proposed grant funds because those businesses are covered under the current grant program.

**Required Match:** The State requires that grant recipients provide a one dollar match for every two dollars awarded by the State. Therefore, the required match for the \$200,000 State award for FY 1991-92 would be \$100,000 and the required match for the \$200,000 State award in FY 1992-93 would be \$100,000, for a total of \$200,000 over two years. The required match would be included in the CAO's Refuse Collection and Disposal Fees impound account budget for FY 1991-92 and FY 1992-93.

**Indirect Costs:** 5 percent of the total grant award of \$400,000, or \$20,000

**Comments:** 1. The proposed resolution does not indicate that the City would provide a State required match of \$200,000 over the two-year grant period. Therefore, the proposed resolution should be amended to reflect that the CAO's Office is requesting a required match of \$200,000 (\$100,000 in FY 1991-92 and \$100,000 in FY 1992-93).

**BOARD OF SUPERVISORS**  
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2. Ms. Enssani reports that the CAO's Office will provide a detailed budget for the proposed grant when the CAO's Office requests permission from the Board of Supervisors to accept and expend the proposed grant.

3. The CAO's Office anticipates that of the total project budget of \$600,000 (\$400,000 State grant + \$200,000 required local match), \$500,000 would be used for contractual services. Included under the contractual services would be \$300,000 for a contractor to pick up hazardous waste from the various businesses and haul the waste to a hazardous waste landfill. Another contract for approximately \$200,000 would be awarded for funding technical assistance personnel who would develop and present the on-site hazardous waste minimization workshops at SQGs, in conjunction with trade union representatives of each different SQG industry. As mentioned earlier, both of these contracts would be awarded utilizing an open-bid basis.

4. The CAO's Office also anticipates that \$80,000 of the proposed grant would be distributed by the CAO's Office directly to the SQGs for their approved hazardous waste minimization plans, after a RFP has been issued. Approximately two percent of the \$80,000, or \$1,600 would be used for administering the issuance of RFPs and grant awards to the SQGs. The remaining \$20,000 would be for indirect costs.

**Recommendation:** Amend the proposed resolution to reflect that the CAO's Office is requesting a required match of \$200,000 (\$100,000 in FY 1991-92 and \$100,000 in FY 1992-93) from the Refuse Collection and Disposal Fees impound account. Approve the proposed resolution as amended.

**BOARD OF SUPERVISORS**  
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Item 10 - File 25-91-13

**Department:** Airports Commission

**Proposed Action:** Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

**Services to be Performed:**

Parking management services include: (1) collecting parking lot fees, (2) roving the parking lot by security officers, (3) providing janitorial services at the parking lot, (4) controlling traffic in and out of parking lots to avoid gridlock and (5) regulating the number of taxis at the various terminal taxi stands.

**Description:**

The Controller has determined that contracting for these parking management services in fiscal year 1991-92 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Services</u>		
Salaries and Fringe Benefits	\$7,150,020	\$8,230,035
Operating Expenses	<u>1,115,561</u>	<u>1,115,561</u>
Total	\$8,265,581	\$9,345,596
 <u>Contracted Service Cost</u>	 <u>8,260,000</u>	 <u>8,260,000</u>
 <u>Estimated Savings</u>	 \$5,581	 \$1,085,596

The Controller identified salaries for 169 employment classifications including 12 management and office clerical staff, 9 supervisors, 55 cashiers, 6 inventory lot checkers, 9 valet attendants, 24 taxi dispatchers, 36 security policy officers and 18 janitorial workers.

**Comments:**

1. Parking management services were first certified as required by Charter Section 8.300-1 in 1980 and have been provided by an outside contractor since 1971.

**BOARD OF SUPERVISOR**  
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2. The current one-year contract, which expires June 30, 1991, is with Airport Parking Management.
3. According to Ms. Angela Gittens of the Airport, the Airport recently completed a sealed bid process, based on the Management Fee, for award of the 1991-92 contract for parking management services. The Airport received four sealed bids, none of which were from MBE or WBE firms. The Airport has selected AMPCO, Inc. to provide the 1991-92 contract services for a cost of \$8,260,000. Ms. Gittens reports that the Airport is currently working with AMPCO to determine the contractor's actual expenses and to review AMPCO's MBE/WBE subcontracting provisions.
4. The Budget Analyst notes that with the projected increased contractual expenditures for 1991-92, the estimated savings to the City could be as little as \$5,581 to as much as \$1,085,596. The Controller's estimate of the comparable costs for the City to provide these services is based on a salary increase of five percent for City employees.
5. The Controller's supplemental questionnaire with the Airport Commission's responses, including the MBE/WBE status of this contract, is attached.

**Recommendation:** Approve the proposed resolution.



Attachment

**CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE**

Department Airports Commission  
Contract Services Parking Facilities at SFO Operating Agreement  
for Parking Public Automobile  
For the term starting approximately July 1, 1991 through June 30, 1992

1) Who performed services prior to contracting out?

Not applicable - this service has always been contracted out. It has never been operated by City personnel.

2) Number of City employees laid off as a result of contracting out?

None

3) Explain disposition of employees if they were not laid off.

Not applicable - No layoffs.

4) What percent of a City employee's time is spent on services to be contracted out?

Not applicable - no time being expended by City personnel.

5) How long have the services been contracted out?

The garage services have been contracted out for more than 20 years.

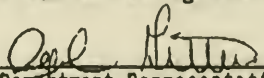
6) When was the first fiscal year for a Proposition J certification?

1980-1981 Fiscal Year.

7) How will contract services meet the goals of your MBE/WBE Action Plan?

The Airports Commission requires the contractor to use MBE/WBEs for procurement of equipment and supplies and professional services contracts (i.e. audits, bookkeeping, training, etc.) Currently, MBE/WBEs have been utilized for janitorial services, printing, graphics, and stationary and related supplies. A new contract was bid and awarded to AMPCO effective July 1, 1991. AMPCO has indicated that they will use MBE/WBE firms for their subcontracting and will be meeting with Airport staff on April 26, 1991 to review their program.

The HRC monitors the contractor's employment workforce in hiring and promotion of minority and women.

  
Department Representative Angela Gittens

(415) 876-2213

Telephone



Item 11 - File 25-91-12

**Note:** This item was continued from the April 17, 1991 Finance Committee meeting.

**Department:** Parking and Traffic

**Proposed Action:** Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

**Services to be Performed:** Cleaning and Landscape Maintenance of City-owned Parking Lots.

**Description:** The Controller has determined that contracting for these cleaning and landscape maintenance services in fiscal year 1991-92 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operating Service Costs</u>		
Salaries	\$177,954	\$207,451
Fringe Benefits	49,358	55,921
Operating Expenses	<u>22,000</u>	<u>22,000</u>
Total	\$249,312	\$285,372
<u>Contracted Service Cost</u>	<u>90,000</u>	<u>90,000</u>
<u>Estimated Savings</u>	\$159,312	\$195,372

- Comments:**
1. Cleaning and landscape maintenance services were first certified as required by Charter Section 8.300-1 in 1985 and have been provided by an outside contractor since then.
  2. The current two-year contract, which expires June 30, 1991, is with Custodian Janitorial Services. The contracted service cost used for the purpose of this analysis is an informal bid from the current contractor.
  3. The Controller's supplemental questionnaire with the Department of Parking and Traffic's responses, including the MBE/WBE status of this contract, is attached.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
April 24, 1991

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department PARKING AND TRAFFIC  
Contract Services Cleaning and landscape maintenance service contract for neighborhood parking facilities  
For the term starting approximately July 1, 1991 through June 30, 1992

1) Who performed services prior to contracting out?

Service has been contracted out for over six years. Prior to that time, the Bureau of Street Cleaning and Urban Forestry performed work.

2) Number of City employees laid off as a result of contracting out?

None, to my knowledge.

3) Explain disposition of employees if they were not laid off.

Re- assigned other responsibilities.

4) What percent of a City employee's time is spent on services to be contracted out?

Unknown

5) How long have the services been contracted out?

Since May, 1985

6) When was the first fiscal year for a Proposition J certification?

1984/85

7) How will contract services meet the goals of your MBE/WBE Action Plan?

Current contractor is a minority-owned business

KEVIN M. HAGERTY

Department Representative

554 - 9805

Telephone





Item 12 - File 25-91-14

**Department:** Chief Administrative Officer

**Item:** Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

**Services to be Performed:** Convention Facilities Management for Brooks Hall, Civic Auditorium and Moscone Center.

**Description:** The Controller has determined that contracting for these convention facilities management services in fiscal year 1991-92 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operating Service Costs</u>		
Salaries and Fringe Benefits	\$5,537,877	\$6,350,073
Employee Benefits	<u>1,539,129</u>	<u>1,719,843</u>
Total	\$7,077,006	\$8,069,916
<u>Contracted Service Cost</u>	<u>6,237,512</u>	<u>6,237,512</u>
<u>Estimated Savings</u>	\$839,494	\$1,832,404

**Comments** 1. The City directly pays for some operating costs, including insurance, utilities and services of other departments that must be paid by the City whether the services are contracted out or performed by City employees. These costs are not included in the contracted service cost of \$6,237,512 which includes just the labor costs of performing the services.

2. Convention facilities management services were first certified as required by Charter Section 8.300-1 in 1981 and have been provided by an outside contractor since then.

3. The current contract for convention facilities management is with Facilities Management, Inc., which has a five year contract through June 30, 1995. The contractual service cost used for the purpose of this analysis is the proposed second year cost of this contract for July 1, 1991 through June 30, 1992.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

Memo to Finance Committee  
April 24, 1991

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached. .

**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
**BUDGET ANALYST**

CHARTER 8,300-1 (Proposition J) QUESTIONNAIRE

Department Convention Facilities

Contract Services Convention Facilities

For the term starting approximately July 1, 1991 through June 30, 1992

- 1) Who performed services prior to contracting out?

Convention Facilities Employees

- 2) Number of City employees laid off as a result of contracting out?

0

- 3) Explain disposition of employees if they were not laid off.

Employees elected to work for the vendor

- 4) What percent of a City employee's time is spent on services to be contracted out?

0

- 5) How long have the services been contracted out?

10 years

- 6) When was the first fiscal year for a Proposition J certification?

81-82

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

The Department will meet the goals of the City MBE/WBE Ordinance. In addition, the contractor has a separate agreement with HRC in regards to MBE/WBE and Affirmative Action. The Contractor files regular compliance reports with HRC.

Jack Moerschbaecher

Department Representative

554-6178

Telephone



Item 13 - Files 47-91-5

**Note:** This item was rereferred from the Board of Supervisors' April 15, 1991 meeting.

1. The proposed ordinance would authorize the Director of Property to call for competitive bids for a lease of the Golden Gateway Parking Garage and approve the required lease documents.

2. Administrative Code Section 17.14 requires approval of the Board of Supervisors by ordinance as to the form of the proposed lease documents and of the invitation for bids.

3. The Golden Gateway Garage is located at 250 Clay Street. The garage has 1,112 parking spaces and serves approximately 27,000 to 28,000 vehicles per month. The five-year lease with Golden Gateway Parking Company expires July 31, 1991. The current monthly rental rate payable to the City is 80.674 percent of gross revenue (after deduction of parking tax) with a minimum required monthly rental payment of \$75,000. Average monthly rent currently paid to the City is approximately \$165,000. The proposed lease documents call for a minimum monthly rent of \$125,000 which is \$50,000 more than the \$75,000 minimum monthly rent under the existing lease.

4. Under the proposed lease, the lessee would operate a Park and Ride Program to provide shuttle transportation services between the Golden Gateway Parking Garage, Chinatown and North Beach (see attached for specific Park and Ride Shuttle route). The shuttle transportation would be operated without charge to passengers. The service would be provided by a minimum of two vehicles, each having a seating capacity of at least 19 passengers. The service would operate only on weekends between 10 a.m. and 10 p.m.

5. The lessee would be responsible for operating the Park and Ride Program as described above, at its sole expense. However, it is anticipated that a reduction in the Park and Ride Program would reduce the lessee's costs in the operation of the parking facility and that an increase in the Program would increase those costs. As such, under the proposed lease, the parties would agree to offset the effect of such reductions and increases in the lessee's costs by adjusting the lessee's rent payments. For the purpose of making such rent adjustments, the parties would agree that the hourly costs of providing garage services (garage attendant services and overhead costs) and shuttle services under the Park and Ride Program are as follows:

Garage services performed on Saturday and Sunday	\$46.00 per hour
Shuttle services	\$37.00 per hour per vehicle

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**BUDGET ANALYST**

6. The City would reserve the sole right to increase or decrease any part of the services offered under the Park and Ride Program or to terminate the program, with 30 days written notice.

7. In the event of a reduction in the Park and Ride Program, the lessee would pay to the City, as additional rent, \$46.00 for each hour by which garage services are reduced, during the time specified above, and \$37.00 for each vehicle hour by which shuttle services are reduced. In the event of an increase in the Park and Ride Program, the lessee would be given a credit against the monthly rent otherwise due, calculated at the rate of \$46.00 per hour for garage services and \$37.00 for each vehicle hour.

8. The existing parking rates (City parking tax of 20% included) to be charged by the lessee per vehicle parked in the Golden Gateway Parking Garage are as follows:

<u>Time</u>	<u>Parking Charge</u>
0-hr	\$1.00
1-2 hrs.	2.00
2-3 hrs.	3.50
3-4 hrs.	6.50
4-5 hrs.	9.50
5-6 hrs.	12.50
6 hrs. and over	15.50
<u>Monthly Parking</u>	\$250.00
<u>Overnight Parking</u>	\$6.50

No changes to the parking rates are being proposed at this time. Any increases to the above rates are subject to separate approval by the Board of Supervisors.

9. Bidding will be based on the percentage of gross revenues and the \$125,000 minimum rent per month. The City will be paid the higher of the percentage of gross revenues or \$125,000 minimum whichever is higher.



Comments

1. Mr. Phillip Chin of the Parking and Traffic Department reports that the Golden Gateway Parking Garage rates were reduced on November 1, 1990 in response to the low usage rates that occurred after the October 17, 1989 Loma Prieta earthquake. Mr. Chin advises that the Park and Ride Program is needed because, the closing of the Embarcadero Freeway and the resulting rerouting of traffic continues to have a negative impact on motorists and driving and parking in the North Beach and Chinatown areas. In addition, Mr. Chin advises that the demolition and reconstruction of the Embarcadero Freeway will add to the negative impact, because portions of the Embarcadero Roadway will also be inaccessible to motorists, for an extended period of time. According to Mr. Chin, the Park and Ride Program represents a means of encouraging persons to visit the North Beach and Chinatown areas and to patronize the local business establishments.

2. Approval of the original proposed ordinance by the Board of Supervisors would constitute approval of any changes the Parking and Traffic Department might make to the Park and Ride Program. As such, on April 10, 1991 the Finance Committee amended the proposed ordinance to require that such changes be submitted to the Board for approval.

3. The proposed ordinance was rereferred by the Board of Supervisors on April 15, 1991 in order to permit a review of garages parking rates in the vicinity of the Golden Gateway Parking Garage. Based on a survey conducted by the Department of Real Estate, the following chart indicates the location, operator, number of spaces, monthly and hourly rates for the following four garages:

<u>Garage Location</u>	<u>Operator</u>	<u>Number of Spaces</u>	<u>Monthly Rates</u>	<u>Hourly Rates</u>
200 Sacramento	Metro Park	18	\$200	\$1.75 for each 20 mins. \$15.00 for 12 hour max.
Embarcadero Center 200 Davis 300 Fremont	Metro Park	2,600	\$250 Bldg. Tenants \$275 Others	\$1.00 for 1st hour \$2.00 for each add. 20 mins. (\$6/hr)
Validation reduces to \$3 per hour.				
Embarcadero Center West Tower 35 Battery	Parking Place	100	\$250	\$2.00 for 1st hour \$4.00 for 2nd hour \$16.00 for max 24 hrs
101 California	Onorato Garage	450	\$258	\$2.00 for each 30 mins. \$18.00 maximum

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4. A comparison of the Golden Gateway Parking Garage rates with the above four parking garages indicates that for the first hour, the Golden Gateway Parking Garage's rate of \$1.00 is only comparable to the Embarcadero Center Garage, whereas the Golden Gateway's first hour rate is considerably less expensive than the other garages. For the next several hours, the Golden Gateway Parking Garage's rates are considerably less expensive than all of these adjacent garages. However, the maximum rate of \$15.50 charged by the Golden Gateway Garage is fairly comparable to the \$15 maximum for the 200 Sacramento Street and the \$16 maximum for the Embarcadero Center West Tower. The 101 California Street Garage charges a \$18 maximum rate and the Embarcadero Center Garages do not have a maximum rate. The Golden Gateway's monthly rate of \$250 is also comparable with these adjacent garages monthly rates. None of these other garages provide a free Park and Ride Shuttle service.

5. According to Mr. Kevin Hagerty of the Department of Parking and Traffic, the Parking Authority has set low initial hourly parking rates to encourage downtown shopper's use and frequent turnover of the Golden Gateway Parking Garage. In contrast, Mr. Hagerty reports that the rates are increased for the longer term use of the Golden Gateway Garage to discourage commuters use of the parking facility. Mr. Chin advises that an increase in the rates was not initially recommended because the Golden Gateway Parking Garage currently has an average of approximately 200-250 parking stalls vacant on business days.

6. Mr. Hagerty advises that should the Board of Supervisors wish to increase the parking rates at the Golden Gateway Parking Garage, the rates for the second, third and fourth hours could be increased by \$.50 per hour without adversely affecting the volume of cars being parked in the Golden Gateway Parking Garage. However, Mr. Hagerty cautions against the Board of Supervisors increasing the parking rate of \$1.00 during the first hour of use, because the Embarcadero Center Garage which is directly across the street from the Golden Gateway Garage and is the main competitor for the Golden Gateway Garage currently charges \$1.00 for the first hour of use.

7. Mr. Hagerty further advises that the maintenance and repairs to the Golden Gateway Parking Garage are the responsibility of the lessee. Specific provisions for the maintenance and repair of the facility are included in the lease documents that are provided to all of the bidders.

8. Subsequent to completion of the competitive bidding procedures, the actual award of a new lease will be subject to separate legislation which will require approval by the Board of Supervisors. The proposed legislation only approves the lease documents as to form and authorizes the Director of Property to seek competitive bids for the leasing of Golden Gateway Parking Garage.

#### Recommendation

Approval of the proposed ordinance which would provide parking rates which are less than adjacent parking garages for the first several hours is a policy matter for the Board of Supervisors.

**BOARD OF SUPERVISORS**  
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## Parking Authority



AGNOS, Mayor  
CUTLER, Executive Director

## PARK AND RIDE SHUTTLE ROUTE

BEGIN from the west Washington Street entrance of the Golden Gateway Garage (GGG) and proceed on Washington Street, then left on Battery Street to Sacramento, then right on Sacramento to the first stop at NW Sacramento and Grant;

CONTINUE on Sacramento to the second stop at NE Sacramento and Stockton;

CONTINUE west on Sacramento to Powell, then right on Powell to the third stop at SE Powell and Washington;

CONTINUE on Powell to fourth stop at SE Powell and Pacific;

CONTINUE on Powell to Broadway, then right on Broadway to fifth stop at SE Broadway and Stockton;

CONTINUE on Broadway to Columbus, then right on Columbus to sixth stop at SW Columbus and Broadway;

CONTINUE on Columbus to seventh and last stop at SW Columbus and Kearny;

CONTINUE on Columbus to Jackson, then left on Jackson to Drumm, then right on Drumm to Washington, then right on Washington to the terminal at west entrance of the GGG.



Item 14- File 150-91-2

**Department:** Recreation and Park Department (RPD)

**Item:** Resolution authorizing the Recreation and Park Department to apply for a Federal grant and agreeing to provide a local match.

**Grant Amount:** Up to \$300,000

**Grant Period:** November, 1991 through November, 1994

**Source of Funds:** Federal Land and Water Conservation Fund

**Project:** Lake Merced Perimeter Walkway

**Local Match:** \$600,000 from 1987 Park Bond funds, with up to 50 percent (\$300,000) reimbursable from the proposed Federal grant.

**Indirect Costs:** 5 percent of the total project budget of \$600,000, or up to \$30,000.

**Description:** The proposed Lake Merced Perimeter Walkway Project would include the repair and replacement of an existing multi-use recreational walkway encircling Lake Merced. The proposed project also would include creating curbs, and in some areas creating portions of walkway which are currently part of the roadway encircling Lake Merced. A four-foot wide soft surface pathway adjacent to the paved portion of the walkway would also be created, and signage and pavement striping would also be provided with the proposed grant and matching funds. The proposed Lake Merced Walkway Project is consistent with the Statewide Comprehensive Recreation Resources Plan (i.e., California Outdoor Recreation Plan - 1988).

The State Department of Parks and Recreation is responsible for the administration of the proposed Federal grant funds. The State requires that the RPD certify that local matching funds are available to finance 100 percent of the proposed Lake Merced Walkway Project. The Lake Merced Walkway Project is estimated to cost a total of \$600,000. The State would then administer the proposed Federal grant funds to reimburse up to 50 percent of the costs of the proposed Lake Merced Walkway Project, or up to \$300,000.

As mentioned above, the proposed resolution would authorize the RPD to apply for the Federal grant for an amount up to \$300,000. The proposed resolution also would provide local matching funds for financing 100 percent of the proposed

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project, in the amount of \$600,000 from the proceeds of the sale of 1987 Park Bonds. The proposed grant would then be used to reimburse up to 50 percent, or up to \$300,000 of these local matching bond funds.

**Comments:**

1. Ms. Elaine Molinari of the RPD reports that a detailed budget will be submitted when the RPD requests permission from the Board of Supervisors to accept and expend the proposed grant.

2. As mentioned above, the proposed resolution would provide \$600,000 in matching funds from the proceeds of the 1987 Park Bond funds. San Francisco voters authorized the sale of \$18 million in bonds to fund various park improvement projects in 1987. The RPD specified the Lake Merced Perimeter Walkway Project as one of the park improvement projects which would be undertaken with the bond proceeds. Ms. Deborah Learner of the RPD reports that the first set of bonds for \$12 million was issued in August, 1988, and the second set of bonds for \$6 million will be issued in June, 1991. The \$600,000 in matching funds for the proposed Lake Merced Walkway Project would come from the second set of bonds for \$6 million which will be issued in June, 1991. New picnic tables would also be installed, and public restrooms would also be upgraded at Lake Merced with the proceeds from the bond sale in June, 1991. However, the proposed grant would only be used to reimburse the project costs for the proposed Lake Merced Walkway Project.

3. Ms. Learner reports that the Department of Public Works (DPW) will perform the design engineering and construction management for the proposed project. The RPD anticipates that the cost for the DPW's design engineering and construction management will be \$200,000. The RPD also anticipates that the remaining \$400,000 of the proposed project budget would be used for contractual services to perform the construction work. Ms. Learner reports that the DPW would solicit the contractual services utilizing a competitive bid process. As mentioned above, the RPD has not yet developed a detailed project budget.

4. Ms. Molinari reports that the RPD last received Federal Land and Water Conservation Funds in FY 1979-80 in the amount of \$500,000. Ms. Molinari indicates that the proposed Federal grant funds were not available to cities and counties from 1980 through approximately 1988 because of Federal cutbacks for park improvement projects. Ms. Molinari also indicates that the proposed grant funds have once again become available to cities and counties at a decreased level from the level of funding which was available prior to 1980.

**BOARD OF SUPERVISORS**  
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**Recommendation:** Approve the proposed resolution.

**BOARD OF SUPERVISORS**  
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Item 15 - File 101-90-43.1

**Department:** Sheriff's Department

**Item:** Request for release of reserve funds

<b>Amount:</b>	\$5,760,120	Proposition A Correctional Facilities Improvement Bond funds
	<u>31,422,457</u>	State Proposition 52 and 86 Grant funds
	\$37,182,577	Total

**Source of Funds:** State Propositions 52 and 86 Grant funds

**Description:** In February of 1991, the Board of Supervisors approved a supplemental appropriation in the amount of \$16,500,000 funded from local Proposition A Correctional Facilities Improvement Bond funds. Of the total appropriated, \$5,760,120 was reserved for construction costs on Jail #3. The Sheriff's Department is now requesting that these funds be released from reserve to be reallocated to the construction of the New Sheriff's facility at the Hall of Justice. The New Sheriff's Facility consists of new intake/booking/release, work furlough, and medical facilities.

In March of 1991, the Board of Supervisors approved a resolution authorizing the Sheriff's Department to accept and expend \$39,488,087 in State Proposition 52 and 86 Grant funds for construction and renovation of the City's jail facilities. Of the total, the Finance Committee placed \$33,558,056 on reserve pending certification of the successful bid, the provision of MBE/WBE/LBE information by the Department and approval by the Human Rights Commission. The Sheriff's Department is now requesting that \$31,422,457 of these funds be released from reserve to pay for the construction of the New Sheriff's Facility.

Mr. Gerald Costanzo of DPW advises that the actual bids were higher than the final estimates provided by the architects, which has forced DPW to revise the construction budget. Mr. Costanzo has provided the following revised budget for the construction of the New Sheriff's Facility at the Hall of Justice:

Projected Costs:

Construction Cost (low bid)	\$39,117,000
Contingency	<u>3,911,700</u>
Total	43,028,700

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Sources:

Reserved Proposition 52 and 86 grant funds	\$31,422,457
Proposition 52 and 86 grant funds not on reserve	2,442,470
Reserved Proposition A Correctional Facilities Improvement Bond funds	5,760,120
Proposition A Bond funds not on reserve	<u>3,403,653</u>
Total	\$43,028,700

DPW received the following bids for the construction of the New Sheriff's Facility:

Stolte Construction	\$39,117,000
Swinerton and Walberg	39,508,000
Amoroso/Roebbelen (MBE) - Joint Venture	40,947,000
Perini Corporation	41,190,000
Sumitomo Construction America, Inc.	41,751,000
Continental Heller Construction	44,101,000

Stolte Construction is the low bidder, and would be awarded the contract pending the certification of the bid by the HRC. Stolte Construction is neither an MBE, a WBE firm, nor a LBE firm.

According to information provided by DPW, the bid includes subcontractor amounts that shows local MBE/WBE participation of 3.4 percent (\$1,337,569) and non-local MBE/WBE participation of 16.8 percent (\$6,578,000), for a total of 20.2 percent MBE/WBE participation.

**Comments:**

1. As of the writing of this report, Mr. Costanzo advises that the Human Rights Commission has not completed its certification of the bid by Stolte Construction and its review of the MBE/WBE/LBE participation by the proposed subcontractors and suppliers. However, according to Mr. Costanzo, the HRC and DPW are prepared to present such information at the Finance Committee meeting of April 24, 1991.

2. Mr. Costanzo further advises that DPW aggressively sought MBE/WBE participation for the construction project and provided the following details of their efforts:

- The construction management consultant for DPW and the Sheriff's Department solicited 80 MBE/WBE firms through the Women Construction Owners and

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Executives list of MBE/WBE's and the HRC's 90-91 MBE/WBE Construction Directory.

- DPW arranged for two pre-bid conferences in order to encourage MBE/WBEs to bid on the project as a "joint-venture or as a subcontractor. DPW reports that the second pre-bid conference was specifically arranged for MBE/WBE firms.
- DPW sent the City's list of MBE/WBE contractors to all potential General Contractors.

In addition, Mr. Costanzo advises that the HRC is in the process of working with the low bidder to further identify and encourage the use of MBE/WBE subcontractors and suppliers of construction materials.

**Recommendation:** Approve the request for release of \$5,760,120 in reserved Proposition A Bond fund monies and \$31,422,457 in State Proposition 52 and 86 Grant funds for the construction of the New Sheriff's Facility.

Continue to reserve \$2,135,599 (\$33,558,056 less \$31,422,457) in State Proposition 52 and 86 Grant funds.

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Item 16 - File 127-91-2

**Note:** This item was continued by the Finance Committee at its meeting of April 10, 1991.

This item is a hearing to consider the present efforts by the Controller and the Tax Collector's Office to maximize revenue collections and to identify potential revenues that can be collected from potential taxpayers and actual scofflaws in regards to business registration, payroll and gross receipts tax payments.

The fiscal year 1990-91 Annual Appropriations Ordinance includes the following estimated revenues:

Business Registration Tax	\$ 7,400,000
Gross Receipts Tax	21,500,000
Payroll Tax	<u>126,100,000</u>
Total	\$155,000,000

Mr. Richard Sullivan of the Tax Collector's Office reports that current projections indicate that the Tax Collector's Office will receive the total fiscal year 1990-91 budgeted amount of revenues for the business registration, gross receipts and payroll taxes.

The following chart provides a breakdown of the number of San Francisco businesses and businesses outside of San Francisco that registered in calendar years 1988, 1989 and 1990:

	<u>1988</u>	<u>1989</u>	<u>1990</u>
<u>Businesses Registered</u>			
San Francisco	47,589	49,260	50,897
Outside San Francisco	<u>3,798</u>	<u>5,309</u>	<u>5,820</u>
Total	51,387	54,569	56,717

The above chart indicates the number of businesses that registered in San Francisco, however, some businesses were delinquent in paying the registration fees and businesses with an annual income of less than \$15,000 are exempt from paying this registration fee. The current annual business registration fee is \$150.

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The following chart provides a breakdown of both the number of businesses and the revenues from businesses in San Francisco and outside of San Francisco that have paid the City's payroll and gross receipts taxes in calendar year 1988, 1989 and 1990.

	<u>1988</u>	<u>1989</u>	<u>1990</u>
<u>Number of Businesses Paying Payroll/Gross Receipts Taxes</u>			
San Francisco	5,708	6,037	5,381
Outside San Francisco	<u>405</u>	<u>423</u>	<u>343</u>
Total	6,113	6,460	5,724

<u>Revenues Collected from Payroll/Gross Receipts Taxes</u>			
San Francisco	\$122,327,193	\$130,818,013	\$122,084,571
Outside of San Francisco	<u>4,318,975</u>	<u>4,637,385</u>	<u>3,839,834</u>
Total	\$126,646,168	\$135,455,398	\$125,924,405

According to Mr. Victor Wong of the Tax Collector's Office, the number of businesses and the revenues for 1990 is less than 1989 or 1988 because the 1990 data is incomplete, primarily because the delinquent accounts and the results from audited businesses have not yet been included in the 1990 data. It should also be noted that the City's gross receipts taxes for 1989 was 1.6 percent for the entire year. The 1990 tax rate was 1.6 percent for the first six months of the year and 1.5 percent for the last six months of the year, the same rate as in 1988. The significant difference between the number of registered businesses and the number of businesses that paid the City's payroll and gross receipts taxes is because the taxes are only assessed on registered businesses whose tax liability is greater than \$2,500.

Mr. Sullivan reports that 151 businesses or 37 percent of the 405 businesses located outside of San Francisco that paid the City's payroll and gross receipts taxes in 1988 were contractors. Similarly, of the 423 businesses outside of San Francisco in 1989, 159 businesses or 38 percent were contractors. According to Mr. Sullivan, the Tax Collector's Office uses a four factor formula, which was developed approximately 20 years ago, to calculate the amount of taxes owed by businesses located outside of San Francisco that conduct business in San Francisco. This formula is used because San Francisco can only tax that portion of the business that is conducted in San Francisco and includes the following:

Percent of Sale

1. If the sales office or representative is in San Francisco	30%
2. If the billing or collection is in San Francisco	20%
3. If goods are delivered in San Francisco	30%
4. If goods are warehoused in San Francisco	<u>20%</u>
Total	100%

The City's Tax Collector currently has the authority to accept partial payments of the Payroll and Gross Receipts Taxes owed to the City. Mr. Sullivan indicates that if a business cannot fully pay their business tax, the business must sign a promissory note to make partial payments of the delinquent business tax to the City, generally within a 12-month period. If penalties or legal challenges are involved, these payments are placed into a suspense account, until the full payment is completed. These funds are then later transferred to the City's General Fund. According to Mr. Sullivan, this suspense account currently contains approximately \$2,037,000.

In addition, the Tax Collector indicates that the State's Revenue and Taxation Code prohibits the City from depositing partial unsecured property taxes (i.e., furniture, fixtures, leasehold interests, etc.) which are only assessed on businesses. Under the current provisions, if a business can only afford partial payment, these funds cannot be transferred to the General Fund. Mr. Sullivan reports that as of January, 1991, there was a total of approximately \$1.3 million in the City's suspense account for unsecured property taxes, that could not be transferred to the General Fund. However, the Tax Collector indicates that the Board of Supervisors can adopt a resolution either for each individual partial payment or as a blanket resolution to enable the Tax Collector to transfer these funds to the City's General Fund. Mr. Sullivan reports that the Tax Collector is currently preparing legislation on this subject and expects to bring this legislation to the Board of Supervisors within the next month.

According to Mr. Sullivan, the Tax Collector's Office has both internal audit and compliance functions which are intended to maximize the revenue collections to the Tax Collector's Office. The Audit Division of the Tax Collector's Office includes 22 field auditors and five supervising auditors for a total of 27 professional staff positions for the payroll and gross receipts taxes. The City's payroll and gross receipts taxes are calculated and paid based on a self-reporting process. According to Mr. Sullivan, the Tax Collector's Office reviews these reported forms and if the Tax Collector's Office questions the information that is provided by the subject business, it could trigger an audit of that business. The Audit Division conducts an average of 1,000 audits per year. Based on a total of approximately 6,000 businesses that currently pay the City's payroll or gross receipts taxes, the Audit Division audits approximately 17 percent of these businesses each year. Mr. Sullivan reports that in fiscal year 1989-90, the Audit Division issued a total of \$9,636,480 in audit deficiency billings. For the first seven months of fiscal year 1991-92, the Audit Division

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issued a total of \$7,073,175 of audit deficiency billings. Based on prior experience, the Tax Collector projects that approximately 90 percent of these audit deficiency billings will result in payments to the City.

The Compliance Division of the Tax Collector's Office includes seven field investigators, two follow-up office investigators and one small claims investigator, for a total of ten professional staff positions. This staff attempts to insure that businesses are complying with the City's business and payroll taxes by reviewing the State Board of Equalization's sales tax report notices, periodicals, the Department of Public Work's permits for large building contracts, the County Clerk's fictitious name records and the Bay Pacific Builder listings of major construction contractors and subcontractors. As reflected in the attachment, the Tax Collector's Office performs various activities on a daily, weekly or periodic basis.

The Tax Collector's Tax Clearance Unit is responsible for the City's business registration fee. In addition to issuing the business certificates and renewals, the staff conducts physical surveys of office buildings in the City to insure that all businesses are registered with the Tax Collector's Office. The staff also works with the Purchaser's Office to insure that businesses cannot do business with the City without filing for a business permit. The Tax Collector's Office reports that they also work with DPW and the Health Department to insure that no contractor or business receives a building or health permit without a valid business permit. Mr. Sullivan indicates that his staff also write and/or visit general contractor sites to insure that they have a current list of the subcontractors on these large projects and that these subcontractors are registered with the City.

According to Mr. Sullivan, the current penalties for failure to file with the Tax Collector's Office is ten percent of the amount owed. In addition, the failure to pay the gross receipts tax or the payroll tax is another ten percent penalty of the amount owed. Interest is assessed on the basis of one percent per month. In addition, failure to provide financial information to, or to register with the Tax Collector's Office is a \$100 penalty.

Mr. Sullivan also notes that the State's Revenue and Taxation Code permits the Tax Collector to seize businesses that do not pay delinquent taxes, in order to sell the necessary assets of the business to collect the taxes owed. Mr. Sullivan reports that this procedure can be effective with businesses that own boats. In addition, Mr. Sullivan reports that within the last fiscal year, the Tax Collector's Office sent a notice of possible seizure to ten businesses, which have now all paid their delinquent taxes owed. However, Mr. Sullivan indicates that the Tax Collector's Office does not use this procedure very often because any outstanding Federal Internal Revenue Service (IRS), State Franchise Tax Board or commercial loans that the business owed would take precedence over any local business taxes owed. Furthermore, Mr. Sullivan reports that it requires a significant amount of research for the Tax Collector's Office to determine if the delinquent business has sufficient assets to cover all of these delinquent tax liabilities.



Furthermore, Mr. Sullivan reports that the Tax Collector's Office has proposed to develop a new computer system which would enable the Tax Collector to match files with the Assessor's Office and other City and State offices. The estimated cost to complete the new system is approximately \$1.5 million, which the Tax Collector has included in their proposed budget for fiscal year 1991-92.

Mr. Dave Fong of the Controller's Office reports that the Controller's Office is responsible for the accurate recording of the expenditure, revenue and accounting information for the City and is not directly involved with the actual tax collections for the City. However, the Controller's Internal Audit Division has recently begun a performance audit of the Tax Collector's Office, which may address these issues. According to Mr. Young Choi of the Internal Audits Division, this performance audit of the Tax Collector's Office should be completed by approximately August, 1991.

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# MEMORANDUM

Attachment

OFFICE OF TAX COLLECTOR  
CITY AND COUNTY OF SAN FRANCISCO

Date April 4, 1991

To: Richard Sullivan, Deputy Tax Administrator

From: T. J. Wortham, Chief Investigator

Subject: Activities performed by investigators in search of unregistered businesses for Business Tax registration.

## I. DAILY

1. Field investigators watch for new businesses in their districts.
2. The Edwards Abstract is checked for bids on new and remodelling projects in the city.
3. Advertisements in the daily and bi-weekly newspapers are checked.

## II. WEEKLY

1. The Pacific Builder is checked for bids and new businesses in the city.
2. City bids sent to the division by various city departments are checked.

## III. PERIODICALLY

1. Investigators survey the large office buildings and industrial complexes that have a large turnover.
2. The telephone book is checked.
3. Even on weekends, as investigators drive through the city and see construction or roofing contractors, they jot down numbers or names and check for registration.
4. The State Board of Equalization sends approximately 1,500 accounts to the Investigation Division and these are checked.



Item 17 - File 12-91-13

This item is a hearing to consider supporting Assembly Bill 2782 pertaining to property taxation and escaped assessments.

Description

Assembly Bill 2782, approved by the Governor on September 10, 1990, allows counties, where a county board of supervisors has opted to do so by resolution, to prorate retroactive property taxes when more than one party owned the property during the time of an increased assessment. For example, Mr. Jones sold a house to Ms. Smith in January, during FY 1987-88. Prior to FY 1987-88, Mr. Jones paid the property taxes. In 1987-88 the property taxes were assessed at \$1,000 and \$500 was billed to Ms. Smith and \$500 was billed to Mr. Jones. In 1990, the Assessor learned that an additional room was built onto the house in early FY 1987-88 which increased the assessed value of the property and the resulting annual property taxes by \$100 to \$1,100 per year for FY 1987-88 and FY 1988-89. Currently, Ms. Smith would be responsible for paying the newly assessed property taxes retroactively, including the full Fiscal Year of 1987-88. AB 2782 allows counties, where a county board of supervisors has opted to do so by resolution, to charge part of the increased property tax to the previous owner(s) and part of the property tax to the current owner. In the example cited above, if the additional property tax owed was \$100 per year, the additional FY 1987-88 tax would be billed \$50 to Mr. Jones and \$50 to Ms. Smith. The additional \$100 tax for FY 1988-89 would be billed to Ms. Smith. According to Mr. Stephen Dunbar of the Assessor's Office, the intent of AB 2782 would make property tax payments more equitable when a piece of property has been assessed at a higher value retroactively, and two or more parties owned the property during the year of its increased value.

Comments

1. Mr. Dunbar advises that the City's property tax revenues should not be affected by AB 2782. Mr. Dunbar advises that the prorated property tax levied against the previous owner would be entered on the City's unsecured roll, and property taxes levied against the current owner would be entered on the City's secured tax roll. If the previous owner does not pay their portion of the tax bill, a personal lien against the previous owner's wages or other personal property can be placed. If the tax bill is not paid, the City can also place a lien against the property for the current owner's portion of the tax. No penalty or interest is currently levied against the property owner and AB 2782 does not make provisions for counties to levy penalties or fines against the property owners.

2. If the Assessor's Office had information about the increased value of a piece of property either at the time an addition was made or at the point of sale, the property would not escape assessment and thus be subject to the proposed provisions. However, Mr. Dunbar advises that the Assessor's Office is not always aware of the increased value of a piece of property in advance, such as an addition, for the following reasons:

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- In the past, the Assessor's Office has not always received the building permits that are submitted to the Department of Public Works in a legible form. The Assessor's Office has sometimes received illegible carbon copies of building permits from DPW. Mr. Dunbar indicates that the Assessor's Office is currently reviewing this as well as other procedures within the Assessor's Office.

- Property owners do not always request a permit prior to making an addition to their property.

- When the property owner dies, unless the property is transferred to an immediate heir, the property should be reassessed. However, the Assessor's Office is often not always notified of the death of the owner on a timely basis.

- According to Mr. Dunbar, the Assessor's Office does not always receive a copy of the contract of sale because San Francisco does not require persons to record contracts of sales with the City. Such unrecorded contracts of sale would therefore escape reassessment until the property is resold or transfers ownership at a later date and the Assessor is notified.

The Assessor's Office becomes aware of the increased value of a piece of property when the owner does record the contract of sale with the City, which can be sometime after the point of sale, or if the Assessor's Office receives notification of an addition to a house, which can also be sometime after the addition was made.

Item 18 - File 100-91-3

**Note:** This item was continued from the April 10, 1991 Finance Committee meeting.

This item is a hearing to consider the status of the projected budget shortfall for the City and County of San Francisco for Fiscal Year 1991-92.

On February 20, 1991, the Mayor's Office, the Board of Supervisors Budget Analyst and the Controller's Office issued a report presenting their projection for Fiscal Year 1991-92 General Fund revenues and expenditures. According to this report, if the City continues the current level of services provided in Fiscal Year 1990-91, it is projected that the City will face a shortfall of between \$116.9 million and \$158.3 million in Fiscal Year 1991-92. The projected shortfall in the projections for Fiscal Year 1991-92 is a result of reduced revenue growth, mandated salary increases and additional costs associated with maintaining current service levels and complying with court mandates. It should be noted that since the State budget allocations have not been determined, the City's reported projections for Fiscal Year 1991-92 do not assume any changes in State funding for City programs.

On January 31, 1991, the Controller's Office issued an initial report which projected the ending General Fund balance for Fiscal Year 1990-91 at \$2.8 million, which represents a sharp decrease from the previous year, when the ending balance was \$51.4 million.

On March 19, 1991, the Controller's Office issued an updated report which projected the ending General Fund balance for Fiscal Year 1990-91 at a \$7.4 million deficit. This projected deficit for Fiscal Year 1990-91 is the result of expenditures greater than the amount budgeted for the fiscal year coupled with decreases in budgeted revenues.

The City Charter prohibits the City from incurring a deficit. Therefore, the Controller has indicated that he will take the necessary actions to insure that the City does not incur a deficit. On March 26, 1991, the Controller issued a report to the Board of Supervisors indicating the potential sources of savings that have been identified to insure that the City does not end Fiscal Year 1990-91 with a shortfall. The Controller's Office reports that they will continue to review and update all General Fund supported departments' proposed expenditures and revenues, and to provide periodic updates to the Board through the Finance Committee as the identified sources of funds become more certain.

Comments

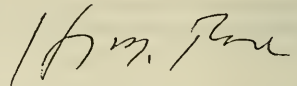
1. According to the Mayor's Office, the Controller's Office and the Budget Analyst's Office, to date, there is no change in the estimate provided in the joint report on the projected \$116.9 million to \$158.3 million budget shortfall for fiscal year 1991-92.

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2. According to Mr. Ed Harrington of the Controller's Office, the Controller sent letters to each City department which is projected to contribute to the estimated \$7.4 million shortfall for fiscal year 1990-91 concerning each department's plans to remedy the projected shortfall. The Controller's Office is continuing to monitor the expenditures for each City department.

3. Mr. Sam Yockey of the Mayor's Office reports that the Mayor's Office is currently reviewing individual City departments' budgets and has requested that each City department provide alternative budget reductions amounting to five percent and ten percent for fiscal year 1991-92. Mr. Yockey advises that he is also continuing to monitor the State's budget proposals for fiscal year 1991-92. According to Mr. Yockey, in approximately another week or two he will be prepared to present to the Finance Committee an updated overview of the Mayor's budget for fiscal year 1991-92.



Harvey M. Rose

cc: Supervisor Gonzalez  
Supervisor Shelley  
Supervisor Hallinan  
President Ward  
Supervisor Achtenberg  
Supervisor Alioto  
Supervisor Britt  
Supervisor Hsieh  
Supervisor Kennedy  
Supervisor Maher  
Supervisor Migden  
Clerk of the Board  
Legislative Policy Analysts  
Chief Administrative Officer  
Controller  
Sam Yockey  
Ted Lakey

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Memo to Finance Committee  
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Public Library, Documents Dept.  
ATTN: Gerry Roth

Revised

DOCUMENTS DEPT.

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According to Ms. Kate Harrison of the County Clerk's Office, the shortage of \$198,568 in the Permanent Salaries account is due to an overestimate of salary savings during the 1990-91 budget process by \$186,157 and the projected six months' cost of the salary increases for Court Commissioners (\$12,411).

Ms. Harrison also reports that the shortage in the Fees and other Compensation account of \$1,914,331 is due to an increase in attorney's fees granted by the Superior Court in July of 1990, costs no longer reimbursed by the State, the increased wage costs of pro-tem Court Reporters, and the increased use of pro-tem Court Reporters by the Superior Court.

**Comments:**

1. According to budget expenditure information from the Controller's Office, the Superior Courts will experience a shortfall in Fees and other Compensation as follows:

Year-to-date expenditures for 7/1/90 through 2/28/91 \$3,692,746  
Projected expenditures for 3/1/91 through 6/30/91 1,986,488

Total estimated expenditures \$5,679,234

1990-91 Budget for Fees and other Compensation 3,916,124

Projected Shortfall \$(1,763,110)

Amount requested by Superior Court \$1,914,331

Amount which can be reduced from Superior Court request \$151,221

The Superior Court advises, however, that the following budgeted costs were not included in the above expenditure estimate:

Visiting judges (payment made to State at end of Fiscal Year) \$55,715

Costs of legal counsel and Department of Social Services dependency reports in juvenile dependency cases 30,000

Projected cost of investigations in capital cases, no longer reimbursed by the State 149,972

Total additional estimated expenditures \$235,687

Less difference reflected above 151,221

Amount not covered by supplemental \$(84,466)

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Revised

Based on the above cost information, the Superior Court's request for funding for Fees and other Compensation is justified. However, the Superior Court may still incur an additional shortfall in the Fees and other Compensation account.

2. As noted above, the Superior Court granted an increase for attorney's fees in July of 1990. According to Ms. Harrison, State law (Section 987.2 of the State Penal Code) allows the Superior Court to increase its attorney's fees without approval from the Board of Supervisors, with such fees to be paid out of the County's General Fund. Under the old fee schedule, which had been in effect since 1984, the Superior Court paid attorney's fees ranging from \$35 to \$58 per hour. Under the new fee schedule, fees increased 57 to 72 percent. The Superior Court now pays attorney's fees ranging from \$55 per hour for juvenile and misdemeanor cases to \$100 per hour for capital cases. This increase in fees paid by the Superior Court resulted in a 43 percent increase in expenditures in the Fees and other Compensation account over FY 1989-90.

3. The amount requested for Fees and other Compensation (\$1,914,331) represents 87.7 percent of the total amount of \$2,181,631 requested by the Superior Court. Of the total requested amount of \$1,914,331 for Fees and other Compensation, the Superior Court is requesting \$1,811,003 to cover the increased costs of attorney's fees, or 83.0 percent of the total of \$2,181,631 requested by the Superior Court. Both the Controller's Office and the City Attorney's Office have indicated that, since the setting of attorney's fees is within the responsibilities of the Superior Court and these fees must be paid from the County's General Fund, the supplemental requested amount for Fees and other Compensation is justified.

4. According to budget expenditure information from the Controller's Office, the Superior Court's request for funding to cover shortfalls in permanent salaries is justified as follows:









